



Organisation and Information Manual

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**SCOUTS AUSTRALIA
NEW SOUTH WALES**

The National Council of The Scout Association of Australia publication entitled *Policy and Rules* (P&R) 2005 is referred to in this Organisation and Information Manual.

This Organisation and Information Manual has been produced to complement the National *Policy and Rules* with the Organisation rules required to manage Scouts NSW. In addition, it sets out the interpretation of Policy and Rules to suit the needs of Scouts NSW and reflects the practices which adults in *Scouting* must adopt when undertaking any *Scouting* activity in this State.

This manual does not claim to be a complete and final statement of every policy and rule in NSW but does seek to inform its readers and to refer them on to further sources of information where appropriate.

NEVILLE TOMKINS

Chief Commissioner

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DEFINITIONS

Appointed Leader	- An adult leader who has been issued with a Certificate of Appointment and a Certificate of Adult Leadership.
Branch	- The organisational level responsible for the administration and welfare of the Scout Association within a State.
Branch Council	- The governing body of the New South Wales Branch.
Branch Rover Council	- The coordinating body of the Rover Scout Section in New South Wales.
Chief Commissioner	- The Chief Leader of the Scout Association in New South Wales.
Chief Commissioner of Australia	- The Chief Leader of the Scout Association in Australia.
General Manager	- Manager of the employed staff team in New South Wales.
Cub Scout	- A youth member of the Cub Scout Section.
Cub Scout Pack	- The Section of a Group that admits Cub Scouts.
Formation	- An organisational level within the Scout Association, including a Group, the State and any other support level within NSW.
Group	- The organisational level which delivers the Scout program in the local community.
Group Support Committee	- A committee that is responsible to the Group Leader for supporting the delivery of the scout program in the Group, and the management of Group funding, property and equipment.
Group Council	- A meeting of the Leaders of a Group, chaired by the Group Leader, to plan and co-ordinate <i>Scout</i> training and activities in the Group.
Joey Scout	- A youth member of the Joey Scout Section.
Joey Scout Mob	- The Section of a Group that admits Joey Scouts.
Leader	- An adult in training as a Leader or a person appointed as a Leader.

Leader	- An authorised person responsible for leading a specific activity.
National Council	- The governing body of The Scout Association of Australia.
National Executive Committee	- A committee appointed by the National Council to manage the affairs of The Scout Association of Australia.
National Office	- The national office of The Scout Association of Australia.
National Rover Council	- The co-ordinating body for the Rover Scout Section in Australia.
O&I Manual or O&I	- Organisation and Information Manual
P&R	- The regulations governing the Scout Association of Australia and the title of the document; 'Policy and Rules' (2005)
Region	- An organisational support level within Scouts NSW to which State functions may be devolved within a geographic area of the State.
Region Office	- The local office of a Region.
Rover	- A member of the Rover Scout Section.
Rover Crew	- The Section for Rovers, in a Group or at any other level.
Rover Scouts	- The name of the Section for Rovers
Section	- A Joey Scout Mob, a Cub Scout Pack, a Scout Troop, a Venturer Scout Unit or a Rover Crew.
Scout	- A youth member of the Scout Section.
Scout/scout	- Includes a Joey Scout, Cub Scout, Scout, Venturer Scout and Rover.
Scout Fellowship	- A body of adults who adopt the Scout Promise and which may be affiliated at any level to provide fellowship, support of Scouting and service opportunities for its members.
Scout Movement	- Includes all Formations and members of the World Organisation of the Scout Movement.
Scouts NSW	- Scouts Australia, New South Wales Branch.

Scout Troop	- The Section of a Group that admits Scouts.
State Office	- The support office of the New South Wales Branch.
Board of Directors	- A committee appointed by the Branch Council to manage the affairs of the New South Wales Branch.
State Team	- Leaders that are not part of a Group or District and who report directly to the Chief Commissioner.
Scouts Australia/the Association	- The Scout Association of Australia.
The Scout Association of Australia	- A body incorporated by Royal Charter to have full control, in all matters of policy and practice, of the <i>scouting</i> Movement in Australia and its Territories.
Trainee Leader	- An adult person in training prior to be a Leader prior to being issued with a Certificate of Adult Leadership.
Venturer Scout	- A youth member of the Venturer Scout Section.
Venturer Scout Unit	- The Section of a Group that admits Venturer Scouts.
Youth member	- Includes a Joey Scout, Cub Scout, Scout and Venturer Scout.

NOTES:

Throughout this publication the masculine includes the feminine and the singular the plural unless the context indicates otherwise.

EXPLANATION OF ABBREVIATIONS

ATD	Adult Training & Development
ALT	Assistant Leader Trainer
BRC.....	Branch Rover Council
DC	District Commissioner
GL	Group Leader
LAC.....	Local Activity Coordinator
LOA	Leader of Adults
LOY	Leader of Youth
LSG	Leader Support Guide
LT.....	Leader Trainer
PL.....	Patrol Leader
P&R.....	Policy and Rules (2005)
PED	Prohibited Employment Declaration
PLA	Personal Leader Adviser
RC	Region Commissioner
RCC.....	Recognition of Current Competence
RPL	Recognition of Prior Learning
SAC.....	State Advisory Committee
SC.....	State Commissioner
TL.....	Troop Leader

For more appointment abbreviations
See SCHEDULE OF APPROVED LEADER APPOINTMENTS AND TRAINING REQUIREMENTS

ACCOMMODATION POLICY

1. MIXED GENDER ACCOMMODATION

- 1.1 Where a Scouting activity requires both males and females to be accommodated overnight, males and females shall not, in principle share the same facilities.
- 1.2 Circumstances may arise in which separate accommodation for males and females cannot be provided. In such cases the activity leader should advise each participant of the lack of separate facilities prior to commencement of the activity.
- 1.3 Irrespective of the circumstances, there should be a clear physical separation between males and females.

2. ADULT/YOUTH MEMBER ACTIVITY ACCOMMODATION

- 2.1 Separate accommodation must be provided for youth and adult members on overnight Scouting activities, except in the circumstances listed in 2.2 below:
- 2.2 An exception to the general requirement for separate accommodation may be made in the following circumstances:
 - a) Cub Scout accommodation in halls, where the presence of one or more leaders may be desirable for discipline/security.
 - b) Accommodation of the pack/troop/unit etc. in a hall, marquee, cave or similar communal facility.
 - c) Accommodation shared by members of the same family.

In these situations there should always be a clear physical separation between adult and youth members. Whenever possible a physical division (e.g. screen) should be provided.

- 2.3 In emergency situations (e.g. hypothermia) treatment by direct body contact should be provided to youth members by youth members rather than by adult members.
- 2.4 Under no circumstances should an adult member ever share accommodation with one youth member only. Should this situation arise, for any reason, a report outlining the circumstances should be provided to the responsible Commissioner at the earliest opportunity.

ACTIVITY CENTRES

1. PREAMBLE

Scouting offers a wide range of activities and Activity Centres for the use throughout NSW. The State Office specifically manages centres for air, alpine, and water activities, as well as for adult training, memorabilia and Cataract Scout Park and Sugee Bag Creek.

2. AIR ACTIVITIES CENTRE

The Air Activities Centre at Camden airport provides air activities including introductory flights and pilot training on light aircraft and glider aircraft. The centre is a licensed Flying School and, as a member of The Royal Federation of Aero Clubs of Australia and the Gliding Federation of Australia, is a fully recognised flying club and has a fleet of aircraft constantly being updated. Brochures are available. Overnight camping facilities (indoor and outdoor) are also available.

Full details, costs and bookings can be obtained through the Booking officer on 0418 249 048 or the Gliding Booking officer on (02) 9773 5648 (between 7.00 pm and 9.00 pm weeknights).

flyscouts@ispdr.net.au

2.1 Light Aircraft Flying

Introductory flying activity days are provided each Saturday and Sunday and on public holidays and in school holidays for Scouts and Guides. Group family days are encouraged.

2.2 Gliding

A similar introductory flying program is provided by the centre's gliding wing each weekend, public holidays and school vacation periods.

2.3 Country Air Activities

The Centre can provide the same air activity program at country aerodromes for country Scouts. Such activities are usually held over a weekend.

2.4 Flying Training

Pilot training on Cessna light aircraft or on Scouts NSW's Blanik glider aircraft, is available to all registered members of Scout NSW and Guides NSW.

Applicants for a student pilot's licence must be 16 years of age or over for light aircraft or over the age of 14 years for gliding. Training up to commercial and instructor licence standard is provided by fully qualified flying instructors who are members of Scouts NSW, hence the cost of obtaining a licence is considerably less than the equivalent through commercial flying schools.

2.5 Private Flying Facilities

The centre provides full flying club facilities for scouts licensed to fly. Those wishing to apply for membership should contact the Booking officers as per above.

3. ALPINE ACTIVITY CENTRE (JINDABYNE)

3.1 The centre, located on Barry Way on the outskirts of Jindabyne, is designed with the impressive 'Tony Balthasar Lodge' as its central building, accommodating up to one hundred *scouts* in bunks. It also has a large kitchen and dining facility, with separate ablutions facilities for male and females, private accommodation for leaders and bus drivers, plus leaders' lounge, office, drying and ski storage facilities.

3.2 Also available is camping for 50 *Scouts* with under cover cooking, dining, toilet and ablution facilities.

3.3 There are also two smaller lodges accommodating 10 persons each.

3.4 Designed as an activity centre in the snowfields, the complex is also the home of the local scout group, 1st Kosciusko in a separate hall.

3.5 Leaders seeking further information and guidance on summer and winter activities in the Snowy Mountains or wishing to make bookings for the centre, should contact the Centre's Manager, P O Box 41, Jindabyne, NSW, 2627 - Telephone (02) 6456 2433 or Fax (02) 6456 1063 or email alpinecentre@nsw.scouts.com.au.

4. MEMORABILIA CENTRE

- 4.1** The NSW Scout Memorabilia centre offers a wide range of information, research and *scouting* history to anyone interested in *scouting*.
- 4.2** The centre collects, collates and catalogues *scouting* records, photographs, publications, mementos and memorabilia that become available from all sources. Contributions from *scouting* members and the public are welcome.
- 4.3** The centre's workshop is at 2a Carter Street, Belfield, NSW, 2191. Telephone (02) 9742 5064 (Wednesdays only). A permanent display is housed in the Westpac Bank building at Cataract Scout Park and is opened on request. A mobile display is available to assist in promotional work.
- 4.4** For information on all activities or contributions to the Centre, please contact the Manager, Telephone (02) 9644 4727.

5. BADEN-POWELL SCOUT CENTRE (PENNANT HILLS)

- 5.1** The Baden-Powell Scout Centre located at the bottom of Pomona Street, Pennant Hills, is the location of the Scouts Australia Institute of Training . Apart from providing adult training facilities, the Centre is ideally equipped for pack holidays, troop camps and a host of activities ranging from pioneering, orienteering, conservation and environmental studies, to hiking, elementary climbing, abseiling, high and low rope courses and general bushcraft.
- 5.2** There is indoor accommodation for 120 and bush camping for 80 persons plus all facilities including hot and cold showers, dining rooms and modern, well-equipped kitchens for self-catering. There is also a catering service for up to 150 people. The centre can also provide cheap accommodation especially through the week, for leaders, their families and other youth groups, schools and non-*scouting* organisations.
- 5.3** For bookings and information, contact the Centre's Booking officer, Baden-Powell Scout Centre, Pomona Street, Pennant Hills 2120. Telephone (02) 9484 2278, fax (02) 9980 6709 or email contact@bpsc.com.au.

6. WATER ACTIVITIES CENTRE (WOOLWICH)

- 6.1** This major centre located on the end of The Point Road at Woolwich and fronting the Lane Cove River, was established in 1973. It is the focus of water activities for Scouts NSW.
- 6.2** It includes:
- An Australian Yachting Federation (AYF) Training School
 - A power boat school registered to cover the AYF TL3 course
 - A canoe/kayak training school.
- 6.3** The Centre also provides a General Water Activities Day. This gives *Scouts* in NSW access to canoeing, sailing and power boating experience all on the same day. The Centre is well equipped with over 50 craft from canoes and kayaks to 16ft Catalina skiffs and powerboats being available.
- 6.4** Overnight accommodation is not available on site, but can be arranged with local groups.
- 6.5** The Centre staff includes highly experienced Sailing Masters, as well as skilled activity leaders, together with youth members who have achieved Assistant Instructor status with the AYF. The Centre promotes the development of leadership and training skills among the staff through training to satisfy both AYF and Scouts Australia requirements. Leaders who wish to assist at the Centre are welcomed, as are those who would seek to transfer their appointment to the Centre.
- 6.6** The Centre season runs from September to May, normally with breaks during school holidays at the staff's discretion. Within the season and depending on bookings, the Centre is open on Saturdays and Sundays from 8 am to 4 pm. Staff meetings and maintenance days are organised as required. The Centre's operational procedures for the training schools and General Day are well documented and implemented by the current staff.
- 6.7** Detailed printed information suitable for distribution to leaders and parents is available from the Booking Officer on (02) 9817 1874 or email water.activities.centre@nsw.scouts.com.au or booking.swash@nsw.scouts.com.au.

7. CATARACT SCOUT PARK (APPIN)

- 7.1** Cataract Scout Park is a 160-hectare camping and outdoor activity centre designed and built as a national Jamboree site. It can accommodate over 10,000 campers and caters for the whole spectrum of *scouting*. Other organisations such as youth groups, schools and corpo95
- 7.2** Rate groups are also welcome.
- 7.3** The campsite is divided into 10 sub-camps offering a range of accommodation including camping, basic bunkrooms and ensuite cabins. Groups can self-cater or use the professional catering service.
- 7.4** The Park provides challenging activities such as a commando course, low ropes course, BMX track, caving, archery, rock climbing, abseiling, bushwalking and pioneering. Other activities include bird watching, spotlighting for animals and nature walks.
- 7.5** Groups can mix the activities the Park offers with their particular programs. The Park is fully sewered and has chlorinated drinking water, hot water showers and electricity to every site. A public hall and other buildings are available for hire.
- 7.6** For information contact Cataract Scout Park, Baden-Powell Drive, Appin 2560. Bookings (02) 4631 2441. Fax (02) 4631 2999 or email cataractscoutpark@bigpond.com.

8. SUGEE BAG CREEK ACTIVITIES CENTRE (MANGROVE MOUNTAIN)

- 8.1** Sugee Bag Creek is a 120 ha property jutting into the eastern side of Dharug National Park near Mangrove Mountain, 75 minutes drive from the start of the Newcastle Expressway at Wahroonga.
- 8.2** 20 ha of grassy river flats border the two arms of Sugee Bag Creek. Areas of lightly timbered bushland nearby provide a multitude of bush camping and activity sites, while about half the property contains cliffs and mountains rising to 200m, well covered with tall timber. The property was bought for Scouts NSW about 25 years ago by an anonymous supporter who was concerned at the shortage of bush camping sites within a reasonable distance from Sydney.
- 8.3** The use of Sugee Bag Creek for large activities is discouraged, to avoid the inevitable damage from the high volume of vehicular traffic and close-quarters camping associated with such events, and to preserve its natural beauty. This means that it is always ready for the activity for which it is perfectly suited: traditional bush camping for Scout Patrols and Troops, Venturer Scout Units and Rover Crews.
- 8.4** There is plenty of firewood, the well-grassed sandy soil is great for tent pegs and doesn't turn to mud if it rains. A natural spring feeds to a tank to provide drinking water; there are creeks to play in, hills to climb, and open areas for games. With 14,000 ha of Dharug National Park on the doorstep, there is no shortage of bush and wildlife. Although there is one pit-toilet available, campers who are prepared to dig a good old-fashioned kybo will have a much wider range of camping areas to choose from. Access is along dirt roads for the last 5km, but is quite suitable for normal sedans.
- 8.5** For information and bookings, contact the Wardens, on (02) 9489 5507, or by writing to 39 Hammond Avenue, Normanhurst 2076.

ACTIVITY NOTIFICATION PROCEDURES

1. PURPOSE AND OBJECTIVES

The State Activity Notification Procedure has four key objectives:

- 1.1 Communication of activity information to parents.
- 1.2 Provision of a reliable and effective mechanism for rescue/assistance, if required.
- 1.3 Supply of timely and adequate information to:
 - a) Scout authorities,
 - b) Police and other rescue authorities.
- 1.4 Support for Activity Leaders, including access to local information and reminders of policies, procedures and other requirements.

2. PRINCIPLES

In the preparation of these procedures the following principles have been used:

2.1 Simplicity

- 2.1.1 The forms are easy to fill in and understand.
- 2.1.2 The procedures are not time consuming.
- 2.1.3 The same procedure and stationery applies to all activities.

2.2 Contact and Information for Parents

- 2.2.1 Parents must be informed of all relevant details about an activity.
- 2.2.2 Parents have a legitimate concern for their children's welfare. Parents require a contact person. Direct contact between parents and Police/media is undesirable.

2.3 Supervising Leader

- 2.3.1 A Leader holding a current Certificate of Appointment and Certificate of Adult Leadership must be responsible for each activity. This "Supervising Leader" should have, or arrange for, persons having the required skills and qualifications, and should ensure the activity is conducted in accordance with State policy. In the case of activities where an Adult Leader will not be present, an Adult Supervising Leader must still be nominated.
- 2.3.2 Notification of an activity to the parents and Home Leader is the responsibility of the Activity Leader.

2.4 Activity Leader

- 2.4.1 The person in Charge of the Activity i.e. Patrol Leader.

2.5 Home Leader

- 2.5.1 There is a need for a "Home Leader" contact for parents. This Home Leader will forward Activity Notification forms to the appropriate destinations, will be a parents' contact point and, if necessary, will raise the alarm. The Home Leader will normally be the Group Leader or "Leader-in-Charge".

2.6 Local Activity Coordinator (LAC)

- 2.6.1 Regions will nominate "Local Activity Coordinators" who will be responsible for receipt of Activity Notification forms from the Home Leaders of visiting groups. LACs will therefore have group and activity information available near the location of the activity, if required.
- 2.6.2 LACs will cover specific geographic areas or activity types. The number of LACs and their respective location boundaries will be at the discretion of the Region Commissioner.
- 2.6.3 The LAC will fulfil a further important role by being a "local contact" for authorities, and a source of advice to the Activity Leader.

2.7 Identification of Appropriate Activity Location or LAC

- 2.7.1 Available on the NSW website and through the State and Region Offices
- 2.7.2 Every Commissioner receives an updated list twice yearly, giving address details of all Commissioners and Region LACs in NSW.

2.8 District Commissioners

- 2.8.1 In locations where no LAC is nominated, the District Commissioner or another nominated Leader will fulfil the functions of the LAC.

3. FORMS AND PROCEDURES

3.1 Forms

- 3.1.1 The Activity Notification Form consists of three parts:

- Parents Advice (Part I)
- Activity & Rescue Information (Part II)
- Overdue Parties Procedures (Part III)

- 3.1.2 These forms are available on supply of disk to State Office, or as hardcopy originals which can be photocopied, from Region or State Office, or from the State Website www.nsw.scouts.com.au

- 3.1.3 Activity Notification forms must be used for all outdoor overnight activities and all air/alpine/rock-related/water or other potentially dangerous activities. They may also be used for other types of activities at the discretion of the Activity Leader or District Commissioner.

- 3.1.4 For activities outside the State, Form T1 “Application for Approval to Camp or Travel Interstate” must be used instead of Parts I and II. Parent permission should still be sought using Part I.

- 3.1.5 The forms are to be completed by the Activity Leader as indicated below.

3.2 Procedures

- 3.2.1 The **Parents’ Advice** form applies to all activities indicated in para 3.1.3, including the name and contact number of the Home Leader, shall be completed and provided to parents by the Activity Leader. Three completed copies are to be provided to the Home Leader.

The upper section of the form becomes a parent reference document and the lower section, signed and returned by the parents, is mandatory for youth member participation and for medical authority.

- 3.2.2 The **Activity & Rescue Information** form applies to outdoor overnight/alpine/rock-related/water or potentially dangerous activities, or where overnight accommodation is in more than one place.

Three completed copies as applicable are to be provided to the Home Leader, and one copy lodged with an appropriate authority in the general vicinity of the activity e.g. Police, National Parks and Wildlife Service.

The Home Leader keeps one copy each of the Activity & Rescue Information form and forwards copies to each of:

- the LAC or nominated Leader in the location where the activity is to take place,
- the “home” District Commissioner or nominated Leader.

- 3.2.3 The **Overdue Parties Procedures** is a checklist of action to be taken where a party is overdue beyond agreed time limits or rescue is needed.

3.3 Timing of Notification

- 3.3.1 Whenever possible, the notification procedure should be completed two weeks prior to the commencement of the activity. Where available, notification may be completed by facsimile or other similar manner as agreed by the LAC.

- 3.3.2 In some cases, bookings or permits will not be processed without receipt by local authorities of the Rescue Information form.

- 3.3.3 Failure to lodge an activity notification form exposes leaders and youth members to unnecessary risks, may create problems for rescue authorities, and bring Scouts Australia into disrepute with authorities and other outdoor users.

3.4 Prior to Activity

- 3.4.1 The Activity Leader may contact the destination LAC or District Commissioner for advice about local conditions, resources etc.
- 3.4.2 The LAC or District Commissioner may contact the Activity Leader and recommend that the activity be postponed or cancelled if circumstances warranting such actions arise. If there is disagreement, the LAC or District Commissioner should contact the “home” District Commissioner, who can recommend cancelling the activity.

3.5 Return from Activity

- 3.5.1 The Activity Leader notifies the Home Leader immediately on safe return, or as soon as possible if the return may be delayed, or if problems arise.
- 3.5.2 The Home Leader is responsible for notifying parents if delayed return is expected, and is responsible for raising the alarm if the party is overdue. It is imperative that the Home Leader remains the sole contact person for parents.

3.6 Delayed Return

- 3.6.1 When the party is overdue beyond agreed time limits or rescue is needed, the Home Leader is responsible for contacting:
 - a) parents, and keeping them informed of progress,
 - b) Police or authorities in the vicinity of the activity,
 - c) LAC or nominated Scout ‘local contact’ in the activity location.
- 3.6.2 It is important that parents do not contact Police or rescue authorities separately, as they are rarely fully aware of party size or planned route. The Police, who will generally prefer to liaise only with authorised Scout personnel, usually coordinate rescue efforts.

4. SUMMARY OF ROLES

4.1 The Supervising Leader

- a) organises activity and is responsible for it,
- b) complies with State policies,
- c) ensures qualified leadership of the activity,
- d) liaises with LAC for local conditions and advice,
- e) completes Activity Notification Forms Parts I, II and III,
- f) provides Forms to parents for permission, and to Home Leader,
- g) lodges Part II Form with local authority, and advises them on safe return,
- h) conducts activity,
- i) contacts Home Leader on safe return or if problems arise,
- j) raises alarm if urgent assistance or rescue needed.

4.2 The Home Leader

- a) receives Activity Notification Forms from Activity Leader,
- b) sends notification to LAC or destination District Commissioner,
- c) sends notification to home District Commissioner,
- d) endeavours to be available during the activity, especially in the period when the party is expected to return home,
- e) is the primary contact for parents,
- f) raises the alarm if advised or if party overdue,
- g) liaises with LAC, Police or rescue authority as required,
- h) keeps parents and Scout Authorities advised of progress.

4.3 The Local Activity Coordinator

- a) establishes and maintains contact with local authorities,
- b) is familiar with local activity sites and local conditions,
- c) receives Activity Notification Forms from Home Leader,
- d) liaises with Activity Leader or home District Commissioner,
- e) may recommend cancellation of activity if conditions unsuitable,
- f) liaises with Police or rescue authority if emergency arises.

4.4 Home District Commissioner

- a) is informed about activities proposed by local groups,
- b) may be contacted by LAC if activity conditions appear unsuitable,
- c) may recommend cancellation of the activity if circumstances warrant,
- d) may require notification for other activities as indicated in Section 3.1.3.

4.5 Parents

- a) receive Part II information and permission form from Activity Leader,
- b) return signed permission prior to activity date,
- c) liaises with Activity Leader prior to activity,
- d) liaises with Home Leader during activity or if return is delayed.

4.6 Regions

- a) ensure LACs are nominated for specific activity types and activity areas,
- b) ensure relevant information - names, addresses, contact numbers - are kept up to date and notified to State Office.

5. ACTIVITY LEADER'S CHECKLIST

- | | |
|---|---|
| ▪ Decide activity, venue, date | ▪ Ensure qualified Leader/s available |
| ▪ Promote within Section, determine numbers | ▪ Consult Region Coordinator if required |
| ▪ Arrange Home Leader, ensure available | ▪ Arrange special permits, bookings e.g. NPWS |
| ▪ Plan activity, prepare equipment | ▪ Plan for contingencies, escape routes |
| ▪ Complete and issue Part I form to parents | ▪ Complete and issue Part II and Part III forms |
| ▪ Consult with LAC if necessary | ▪ Arrange transport to and from activity |
| ▪ All parent permission forms to accompany Leader | ▪ Lodge Part II form with authorities going in |
| ▪ Notify authorities safe return coming out | ▪ Notify Home Leader of safe return |

ADULT LEADER APPOINTMENT PROCEDURES (AUGUST 2013)

1. INTRODUCTION

- 1.1 Scouts Australia is a community-based organisation which presents the “Scouting Program” to young people who are usually members of Scout Groups.
- 1.2 The success of any Scout Group is largely dependent upon the quality of its adult leadership and, while leader-training programs can develop Adult Members, the initial selection of suitable persons for leadership positions is the responsibility of each Scout Group.
- 1.3 Notwithstanding the responsibility of Group Support Committees to recruit suitable persons to leadership positions, no application may progress without the endorsement of the Leader in Charge of the Formation (i.e. Group Leader or District Commissioner).
- 1.4 In every case, it is the responsibility of the Local Personnel Committee to satisfy itself that the applicant is suitable by virtue of character and previous history to be entrusted with the care of young people and/or leadership of adults. The Local Personnel Committee usually comprises the GL and other District personnel in accordance with local practices.
- 1.5 As set out in the separate section of this Manual – Membership of Scouts NSW at 3.5.
Membership may be suspended or cancelled at any time without reason at the discretion of the Board of Directors under the provisions of P&R and Scouts NSW procedures.
- 1.6 This administrative statement details the procedures to be followed in the initial appointment of all Adult Members. Both the administration procedures and the leader training requirements for appointment will proceed concurrently.

NEW APPOINTMENTS

2. THE PROCEDURES BELOW APPLY TO ALL ADULTS SEEKING MEMBERSHIP IN SCOUTING LEADING TOWARDS APPOINTMENT AS AN ADVISER, LEADER OR COMMISSIONER.

In the case of Groups attached to State Office (e.g. Lone Scouts) a similar process will be used. However, in lieu of the Local Personnel Committee conducting interviews an appropriate Leader / Commissioner at State Office will do this by the most suitable means available. However, all required training for the appointment remains unchanged.

2.1 Step 1

The Leader in Charge¹ discusses with the prospective Adult Member, using the Introductory Kit available from their Region Office as a guide, the role the Adult will play in Scouting and the general expectations, Aim & Principles of Scouting². A suitable venue would be the applicant’s own home with his/her family present.

¹ GL or equivalent at Group level, otherwise this will be managed by the supervising Commissioner

² Contents include time commitment, financial considerations, uniform requirements, religious policy, resources and support available.

2.2 Step 2

a) The applicant will complete and sign an “Application for Adult Membership and Appointment” (Form W1). The applicant must name two character referees, other than relatives or members of Scouts Australia, sign the undertaking and mutual agreement incorporating the Aim, Principles, Policies and Rules, and give written consent to confidential Police and character checks being made by the State Office. The prospective Adult Member must also sign a Volunteer/Student Declaration³, which is a requirement of the NSW Government under the Child Protection (Prohibited Employment) Act 1998 (Form M5). The M5 form must be attached to the W1 form.

³ Formerly Prohibited Employment Declaration

b) In view of the responsibility to parents and of the dangers, which have been found to exist, every precaution must be taken to see that no one whose moral character is open in any way to suspicion should be admitted into Scouts Australia. Accordingly, the Leader in Charge will check with the referees as to the suitability of the applicant. Should any indication be given that the applicant may be unsuitable for appointment, the Leader in Charge must use discretion in dealing with the situation and consult their supervising Commissioner. Where circumstances indicate that a criminal offence may have been committed, the Commissioner must notify State Office.

c) The Leader in Charge will sign the “Application for Adult Membership and Appointment” form and endorse it

with the level of participation that the applicant may have within Scouts NSW as a prospective Adult Member, viz.

- *participate in youth and adult meetings*, while a police clearance is obtained. Until then a prospective Adult Member can be involved in youth member activities when under direct supervision of an appointed leader, who holds a current 'Certificate of Adult Appointment' (excluding Advisers and Scout Fellowship members). It is important to note that until a prospective Adult Member receives their Certificate of Adult Appointment they are not permitted to be left in charge of youth members solely. During this time, the prospective Adult Member should be encouraged to participate actively in Scouting so that they may raise any concerns or clarify any questions to assist them in confirming their commitment to the general Principles of Scouting.
- *may participate in adult meetings and adult training courses only* but may not have contact with youth members.
- *may not proceed until approval is received from State Office*. This means no involvement in Scouting activities until clearance is provided.

d) If the applicant has disclosed a previous criminal offence, or the Leader in Charge does not wish the applicant to have any involvement with Scouts NSW until approval is received from State Office the Leader in Charge must discuss the situation with their supervising Commissioner. If they, after making discreet enquiries, consider that the applicant should proceed, the Commissioner, will detail the circumstances in a confidential letter to the Chief Commissioner of New South Wales. This letter will be attached, in a sealed envelope (marked confidential), to the "Application for Adult Membership and Appointment" form.

e) The Leader in Charge will submit the following forms to Region Office (and is advised to retain copies for Group Records):

- W1 Application for Adult Membership and Appointment incl. Mutual Agreement.
- M5 Volunteer/Student Declaration.
- L8 Introductory Interview Completion Report.

f) It is at this time that the prospective Adult Member will commence a period of probation of six months. During this period the prospective Adult Member and Scouts NSW (i.e. the Region Commissioner) reserve the right to terminate the prospective Adult Member's membership at any time.

g) If, at any stage during the training period the prospective Adult Member chooses not to proceed, they should be thanked for their interest in Scouting, an exit interview completed using the "Notification of Leader Resignation" (W4) form and their Region Office advised. The supervising Commissioner should do the interview.

2.3 Step 3

a) The Region Office Manager will endorse the W1 and arrange for the details to be recorded and forwarded to State Office. Upon acceptance of the Application for Adult Membership and Appointment the form will be returned to Region Office. State Office will notify Region when Police Clearance has come through and Membership has been accepted. The Region will then advise the supervising Commissioner and District Leader (ATD) of the acceptance of the application.

b) It is at this time the Adult Member may be "invested" as a Leader, a formal ceremony to recognise the acceptance by the Adult Member of the Scout Promise and Law. Upon investiture, the Leader may wear the uniform of Scouts Australia.

c) A "Certificate of Adult Membership" will issue with a covering letter from the Chief Commissioner welcoming the prospective Leader to Scouts NSW, sent direct to the Adult Member. It is at this time that the period known as "Service Start Date" commences.

d) If the applicant is not accepted by State Office as an adult member of Scouts NSW, the Region Commissioner and supervising Commissioner will be advised directly in confidence and will conduct a suitable exit interview. Also, the District Leader (ATD) is to be informed to cancel any other completed documentation.

2.4 Step 4

a) If not already completed the RC (ATD) or District Leader (ATD) shall arrange for the Adult Member to meet with their Personal Leader Adviser to develop a Personal Training Plan. The Personal Leader Adviser will guide the Adult Member through their pre-appointment training requirements.

b) The Trainee Leader will complete "basic training" as detailed in the Adult Training and Development Calendar.

Advisers (excluding Rover Advisers) will complete training as determined by the RC (ATD).

Upon completion of Basic Training, the DL ATD and/or Leader in Charge submits the following forms to Region Office:

- W3 Application for Transfer
- L10 Completion of In-Service
- L15 Basic Level Certificates

The State Office will prepare the Certificate of Adult Appointment and send to the Region Office for presentation.

Advisers and Fellowship Members will receive their Certificate of Adult Appointment once any agreed training has been completed.

d) All Leaders, other than Advisers, will receive a "Certificate of Adult Leadership" upon completion of their Basic Training. This certificate, a training document, recognises their competence as an Adult Leader.

This Certificate will issue through the Region Office to the Adult Leader with a covering letter from the Chief Commissioner.

Where an Adviser wishes to participate in all components of Basic Training a Certificate of Adult Leadership will (also) issue.

Advisers and Fellowship Members will receive their Certificate of Adult Appointment once any agreed training has been completed.

3. TRANSFER OF APPOINTMENTS

3.1 Transfers within New South Wales

3.1.1 Step 1

a) A Leader seeking transfer of appointment will advise the Leader in Charge of their intentions and with agreement complete an "Application for Transfer of Adult Appointment" (Form W3) and forward it to the District Leader (ATD).

b) Where the transfer is for a new Leader or an Advisor appointment it will be necessary for all the requirements to enable the issuance of a Certificate of Adult Leadership to have been completed first before the W3 can be processed. Refer to note "d" below.

c) For a Transfer between two different Formations it is highly recommended that the "new" Formation consult the "old" Formation for their advice as to the Leader's suitability before the form is endorsed.

Also, where the transfer (or new appointment if applicable) relates to roles at District / Region level it is a requirement that an appropriate level of consultation will occur with key parties prior to the appointment being made. For example, the appointment of a District Cub Scout Leader will require the District Commissioner to consult with the Region Commissioner Cub Scouts prior to submitting the W3. Similarly, consultation by the Region Commissioner with the State Commissioner for the relevant Section will occur for Region Appointments. This is to ensure that support and awareness for the new appointment is clear prior to the person taking up their new duties.

A Mutual Agreement should be completed for the new role.

d) Training

Refer to the Adult Training Calendar and RPL/Skills Recognition guidelines.

3.1.2 There will be occasions where the Region Commissioner considers it necessary to transfer a Leader who currently holds a "Certificate of Adult Leadership" (ie: a competent Leader) to a new appointment prior to any training having been completed for the new appointment. In these cases the Region Commissioner should include on page 3 of the W3 (or W13 for dual appointments) the reasons why transfer to the new appointment is necessary prior to completion of the required training. The Leader will be transferred to the new appointment immediately following endorsement from the Chief Commissioner.

The Leader appointed to a new role without completing the required training will be known as a "Provisional Leader" (e.g. "Provisional District Scout Leader") and will be required to complete the required training for the new appointment within twelve (12) months. Any "Provisional Leader" who does not complete the required training within the 12 months will have their appointment cancelled.

3.1.3 Step 2

The District Leader (ATD) will ensure all requirements for transfer of appointment have been satisfied and will forward this to Region Office for endorsement.

3.1.4 Step 3

Once endorsed by Region Office the form will be sent to State Office.

3.1.5 Step 4

Provided a correctly completed transfer form is submitted, a Leader will be transferred to the new appointment immediately following endorsement from the Chief Commissioner.

A replacement Certificate of Adult Appointment will be issued to the Region Office for local presentation.

3.2 Transfer of Leaders from Interstate or Overseas

3.2.1 Appointment of a Leader is managed at State level. Accordingly, all adults seeking membership and appointment in New South Wales need to make a fresh application. Therefore, the steps for appointment are:

3.2.2 Step 1

- a) The Leader seeking transfer is to complete in full an “Application for Adult Membership and Appointment” (form W1). It should be noted that a Leader who has had immediate past service with another Branch or Country does not receive automatic “transfer” to NSW. Compliance with NSW appointment standards is required. Accordingly, they should attach a copy of their service record from their Branch or Country for assessment with the W1.
- b) The Leader in Charge of the Formation where the Leader is seeking appointment has the same level of responsibilities as defined for a new appointment (e.g. interview, referee checking).

3.2.3 Step 2

- a) Following the interview and Mutual Agreement, an Assessor approved by the RC (ATD) may grant the Leader credit based on demonstrated competency for some or all adult training previously undertaken. The standard Skills Recognition/RPL application forms are to be used. Where this is fully granted a “Certificate of Adult Appointment” will be issued and depending upon training qualifications and the position sought a “Certificate of Adult Leadership” will also issue.
- b) Previous service in another State or country will be included for the purposes of “record of service” calculations. However, confirmation of this service will be sought from the Branch or Country concerned. This will not delay the appointment process.

4. RESIGNATIONS

4.1 Leaders who resign their appointment should advise their Leader in Charge or supervising Commissioner, by completing a “Notification of Leader Resignation” (Form W4). Once endorsed this form should be sent to Region Office.

4.2 Region Office will include the resignation on its Appointments List and submit the form to State Office. State Office will not process resignations without Form W4 having been submitted.

4.3 Appointed Leaders who resign will be sent a letter of thanks from the Chief Commissioner to their last known address.

5. REACTIVATING APPOINTMENTS

Initially, it is assumed that all Adult Members returning to active service must complete the requirements for new appointees. Leaders who return after a break in service may be granted credit for part or all adult training previously undertaken, depending on the individual circumstances. Past service, period of inactivity and involvement with Scouts Australia (if any) during the period of inactivity are taken into account. Returning Leaders are exempted from parts of the training program on the basis of demonstrated competency and experience at the discretion of the SC (ATD) (or their appointee) on the recommendation of an approved Assessor. A new Application for Adult Membership and Appointment (form W1), Volunteer/Student Declaration (Form M5) and Introductory Interview needs to be completed.

6. DUAL APPOINTMENTS

From time to time Scouting recognises that it may be necessary for an Adult Leader to hold more than one ‘uniformed’ appointment. While this is generally discouraged (i.e. It is preferred to have one role / one person) local conditions may demand that fulfilling more than one role for a period of time is required. Where this is deemed necessary the following rules need to apply:

- 6.1 Dual appointments will generally be restricted to Section Leaders working at the Group Formation level and fulfilling 'uniformed' roles above Section (e.g. Cub Scout Leader to also be District Cub Scout Leader, Scout Leader to also be Group Leader or Group Leader to also be District Commissioner). It is not intended for Leaders to be appointed across multiple Groups. It is not intended for Leaders to be appointed across multiple Groups or across two sections in the one Group. Fulfilling a uniformed role and a non-uniformed role is not permitted.
- 6.2 The term of a Dual Appointment will initially be for 3 years and may be renewed following an appropriate review being conducted (refer W10 forms) by the responsible Commissioner. However, where a Dual Appointment is approved the date for review will be integrated and the 3 year cycle will commence from the date of the latest appointment. Therefore, an interim review of the persons existing appointment may be required.
- 6.3 In all cases a W13 (Application for Dual Adult Appointment) is to be used. Do not use a W3 as this will transfer the person permanently to the new appointment.
- 6.4 It is expected that a Leader seeking a Dual Appointment would complete the required "basic level" of Adult Training and Development relevant to the role they seek Dual Appointment in within twelve months. However, the Dual Appointment need not be held up pending completion of the required "basic level" training provided an appropriate assessment of skills is completed by the Region Commissioner to ensure adequate competency is in place (as provided in the form W13) before submitting the appointment application.
- 6.5 These appointments will require the endorsement of the Region Commissioner.
- 6.6 Dual appointments are restricted to two appointments only. The only exceptions to this (i.e. more than two) are "honourable charges" (i.e. Training Team appointments) and members of a registered Scout Fellowship.

Under exceptional circumstances Dual Appointments may be considered for Adult Members holding existing appointments above Group Formation level (e.g. A District Joey Scout Leader seeking a dual appointment as a Region Commissioner Joey Scouts). In these cases an accompanying letter of recommendation (together with the W13) needs to be prepared outlining the exceptional circumstances and sent through the Region Commissioner (where applicable) to the responsible Deputy Chief / Assistant Chief Commissioner for endorsement. A similar submission process is to apply when a Region / State appointee seeks Dual Appointment at a Group or other local level appointment.

- 6.7 Once processed an updated Certificate of Appointment will issue carrying the additional appointment notation. Any Leader Insignia that may be worn is to reflect the appropriate appointment as determined by the Leader themselves relevant to the circumstances.
- 6.8 Dual Appointments will only apply to full time / active appointments. This means Honorary Appointments are not eligible.

7. LEAVE OF ABSENCE

The Region Commissioner, at their discretion, may grant Leave of Absence to an Adult Leader for a period of up to, but not exceeding, six months. The period taken as Leave of Absence will qualify for service as an Adult Leader. Applications for Leave of Absence are to be made on Form W8.

Upon the expiry of the 6 months should the Leader feel they cannot return to full time leadership then an interview is to be conducted with the supervising Commissioner to discuss the Leaders future involvement in Scouting and resignation if appropriate.

8. MILITARY LEAVE

- 8.1 An Adult Leader may apply for Military Leave in the event of being called for full-time "Active Service" whilst a member of the Australian Defence Forces.

Such leave, if granted by the Chief Commissioner, will count towards the qualifying period for service as an Adult Leader so long as the person concerned was engaged in active work in one of the specified appointments with Scouts NSW immediately beforehand, and, save in approved exceptional circumstances, resumed work within a year afterwards.

ADULT TRAINING & DEVELOPMENT POLICY

9. THE SCHEME

The Scout Association of Australia NSW is responsible for delivering a system for the training and development of Adult Leaders in all functions and at all levels. This system includes the integration of the new leader, basic and advanced training and support for the duration of the appointment. The system includes the acquisition and development of the knowledge and skills necessary for each function and the personal development of Adult Leaders. It is flexible and allows for previous experience and skills to be assessed, and allows for the acquisition of additional skills and knowledge.

10. THE INSTITUTE

The Scout Association of Australia coordinates training through the registered training name of Scouts Australia Institute of Training (SAIT) and in NSW operates as an agent with an affiliated campus of the nationally registered entity.

11. THE PROGRAM

The Adult Training and Development system is specially designed for Australian Adults in Scouting and Australian conditions. It complies with the objectives of the World Scout Committee and meets external accreditation standards as determined by the VET (Vocational Employment & Training) sector. The system consists of preliminary, basic, advanced and supplementary training.

Basic training will normally be completed within six months of entry into the Movement. This results in presenting the Gilwell Woggle and the Certificate of Adult Leadership.

Advanced training will normally be completed within three years. This results in presenting the Wood Badge, including a set of wood beads, a parchment and Gilwell Scarf.

Supplementary training programs are also offered in specific areas.

A detailed explanation of the Adult Training & Development Program including dates, venues and costs for relevant courses / workshops of the Adult Training & Development Program is provided each year in the Adult Training & Development Calendar (refer the NSW Scouts State Website).

Rover Scouts are eligible to complete Wood Badge Training. To complete Advanced Level Training, Rover Scouts must be in a leadership role within Scouting and be able to fully demonstrate the evaluation requirements for the Wood Badge. This should take place over a minimum of four months and can occur from a Crew level through to National level.

A comprehensive system of Training of Trainers and Assessors, at Basic and Advanced Levels, support the Training and Assessment personnel.

Specific aspects of the Training Scheme are accredited and recognised by the Australian Government.

12. SKILLS RECOGNITION

A National procedure for the recognition of previous experiences has been developed, enabling Adult Leaders to demonstrate the transfer of the full range of an individual's skills and knowledge, irrespective of how it has been acquired, to their Scouting role.

13. PERSONNEL

The following positions support the delivery and ongoing support of training:

- a) Assistant Chief Commissioner Adult Training and Development, is responsible for coordinating the overall operation of the Scouts Australia Institute of Training in NSW.
- b) The Regional Commissioners Adult Training & Development and their respective District Leaders support the local management of the training systems and ensure the needs of formations are met from an Adult Training perspective.
- c) Personal Leader Advisers are appointed to assist each new adult member with their training and ongoing support.
- d) Instructors of Adults are appointed to assist in the training and support of members who are working in the adventurous activity areas.
- e) Assessors are appointed at State and National to conduct the assessment procedures for all adult members.
- f) Leader Trainers and Assistant Leader Trainers are appointed nationally to conduct training programs.

ADVENTUROUS ACTIVITY POLICY (NOVEMBER 2013)

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)

FOR THE CURRENT **ADVENTUROUS ACTIVITY POLICY** (NOVEMBER 2013)

AND THE SPECIFIC **STANDARD OPERATING PROCEDURES**

OR USE THE FOLLOWING LINK:

[Adventurous Activity Policy and Standard Operating Procedures](#)

This Policy, and associated Standard Operating Procedures, are issued and updated by the State Activities Council and distributed by the State Commissioner Adventurous Activities on behalf of the Chief Commissioner of NSW. They outline the requirements for the conduct of Adventurous Activities within Scouts NSW.

(Version 3.0)

1. PHILOSOPHY

1.1 Our aim is to use industry qualified leaders and reasonable care to provide the highest quality of adventurous activity programs to all members of Scouting. Standard Operating Procedures for the conduct of adventurous activities are required for the following reasons:

- a) Scouts NSW believes in risk minimisation.
- b) Specific activities are classified as adventurous activities because there are inherent risks involved when participating.
- c) Members of Scouting need to be aware of risks, and apply appropriate risk assessment, minimisation and management measures to ensure that these activities are conducted safely.
- d) To ensure the safety of all people involved in adventurous activities, members of Scouts NSW need to be trained and qualified to appropriate standards that meet community expectations.

2. DEFINITIONS

Adventurous Activity – An outdoor pursuit requiring a wide variety of skills and equipment to engage in an activity that has inherent risks and uncontrolled hazards, usually in a natural environment. The range of activities that are covered by the Standard Operating Procedures may vary from time to time and are based on industry best practice.

Adventurous Activity Coordinator (AAC) – A suitably qualified person who applies technical skills and knowledge to conduct, (via direct or indirect supervision) an adventurous activity for dependant participants. This person may be an Adult Leader, a Venturer, or Rover who has obtained recognised industry skills and qualifications in outdoor recreation appropriate for the conduct of the activity. See 3.10 for detailed information.

Adventurous Activity Leader – An adult member of the Scout Association whose primary appointment is that of an Adventurous Activity Leader. This person will hold, or is in the process of gaining, recognised industry skills and qualifications in outdoor recreation.

Commercially Run Activities – Activities run by persons or organisations outside the Scout Association, and where the activity or event is provided for a fee, and where there is a measurable risk to the participant. Refer to Commercial Activity Policy for further information.

Independent Participant – A person who possesses current skills and knowledge to safely participate in an Adventurous Activity without dependence on a Leader. This person acknowledges the inherent risk and assumes responsibility for their own safety and welfare.

Dependant Participant – A person who depends upon an Adventurous Activity Coordinator for supervision, guidance or instruction to support supervised participation in an Adventurous Activity.

Novice – Any person with little or no current experience in the skill. Novices can only participate in activities if under the supervision of a suitably qualified Adventurous Activity Coordinator.

Logbook – A record providing details of involvement in adventurous activities. A logbook is used to demonstrate currency in one or more adventurous activity skill area. The logbook can be in a variety of formats but must contain:

- Date/s
- Type of activity and participant's role
- List of other participants, with contact details for at least one
- Short description of activity, including weather and location with or without photos
- Is a personal log book and may include activities outside Scouting
- May be divided into the relevant skill areas

Prohibited Activities – Scouts Australia Policy & Rules grants authority to each State at its sole discretion to define Prohibited Activities, which are binding on all members of that State. Refer to the Prohibited Activities Policy for further information.

Regional Activity Coordinator (RAC) – Where appointed, is responsible for assisting the Regional Commissioner Activities in the safe management of activity skills.

Regional Commissioner Activities (RCA) – The RCA provides advice and support to the Region regarding the safe conduct of activities and has overall responsibility, on behalf of the Region Commissioner, for the management of Adventurous Activities within a Region. The RCA is a member of the State Activities Council.

Scouts Australia Institute of Training (SAIT) – The training arm of Scouts Australia, responsible for the delivery, assessment and management of accredited training for the Scout Association.

State Activities Council – The State Activities Council is chaired by the State Commissioner Adventurous Activities and includes Assistant State Commissioners Activities, RCAs and any other person as invited by the State Commissioner Adventurous Activities. The State Activities Council provides advice to the State Commissioner Adventurous Activities on the safe conduct of adventurous activities involving members of the Scout Association.

Subject Matter Expert (SME) – Must be approved by the Regional Commissioner Activities through a peer review process. They may or may not be a member of Scouts, but are considered an adventurous activities subject expert, based on experience and skills. They work under the supervision of a suitably qualified Adventurous Activity Coordinator. Subject Matter Experts are a valuable resource and should be considered when Youth Section Leaders need advice for the youth award scheme, in particular as badge examiners.

Supervising Sectional Leader – An adult with a Certificate of Adult Leadership who provides ancillary supervision for novice and dependant participants, exercises a duty of care and assists the Adventurous Activity Coordinator with emergency responses (appropriate to their skills and experience). The Supervising Sectional Leader may /or may not have relevant adventurous activity skills. See 3.11 for detailed information.

3. ROLES AND RESPONSIBILITIES

- 3.1** Control of all adventurous activities described in these Standard Operating Procedures is vested in the Chief Commissioner.
- 3.2** Authority for the control of these adventurous activities shall normally be delegated to the State Commissioner Adventurous Activities.
- 3.3** This Policy should be read in conjunction with the relevant Adventurous Activity Standard Operating Procedures.
- 3.4** Compliance with the Adventurous Activities Standard Operating Procedures is mandatory for all members of Scouts NSW unless individually, and specifically, exempted in writing by the Chief Commissioner or authorised delegate.
- 3.5** No person shall amend or adjust the requirements of appointments and qualifications without written permission from their RCA and the State Commissioner Adventurous Activities.
- 3.6** Within a Region, the promotion, administration and regulation of Adventurous Activities is the responsibility of the RCA or the Region Commissioner if no RCA is appointed. This responsibility can be delegated to one or more RAC(s).

- 3.7** Where appointed, the RAC is to assist the RCA by:
- 3.7.1 Promoting and administering the Adventurous Activity Standard Operating Procedures within their Region.
 - 3.7.2 Providing technical advice on adventurous activity skills.
 - 3.7.3 Recommending to the RCA the suspension of any member's qualification/s if practices are being conducted in an unsafe manner or contrary to the Adventurous Activity Standard Operating Procedures.
- 3.8** While there are no limitations to how and where a member of the Association receives training in adventurous activity skills, the assessment for accreditation of qualifications remains the responsibility of SAIT.
- 3.9** Where adventurous activity skills are not within the registered scope of SAIT, the responsibility of such skill recognition remains with the State Activity Council.
- 3.10** The Adventurous Activity Coordinator has the following specific responsibilities:
- 3.10.1 Applies technical skills and knowledge to conduct the activity for novice and dependent participants.
 - 3.10.2 Provides a reasonable level of supervision for participants during the activity. At times this may be by indirect supervision.
 - 3.10.3 Exercises a duty of care to participants.
 - 3.10.4 Establishes and maintains a rapport with participants; maintains the well-being of participants and others in the group.
 - 3.10.5 Conducts a risk assessment and applies risk management strategies.
 - 3.10.6 Conducts a pre-activity safety briefing appropriate to the activity and applies group management practices appropriate to the situation.
 - 3.10.7 Checks weather forecasts and warnings prior to the activity, monitors environmental conditions during the activity and takes action to manage/respond to hazardous or extreme weather conditions.
 - 3.10.8 Confirms that all equipment is in an appropriate condition; uses equipment in accordance with manufacturer's recommendations and/or Standard Operating Procedures.
 - 3.10.9 Handles situations where judgement is required to address non-routine situations and solve problems.
 - 3.10.10 Delegates responsibilities and tasks to Supervising Leaders, SME, other Leaders and participants as appropriate.
 - 3.10.11 Responds to an emergency using an Emergency Response Plan and applies First Aid as required, at times in a remote situation.
- 3.11** The Supervising Sectional Leader has the following specific responsibilities:
- 3.11.1 Provides a reasonable level of supervision to participants during activities.
 - 3.11.2 Exercises a duty of care to participants.
 - 3.11.3 Initiates an emergency response as required, appropriate to skills and experience.
 - 3.11.4 Works in conjunction with an Adventurous Activity Coordinator and does not assume responsibility for technical aspects of the activity.
- 3.12** Scout Activity Centres that operate as commercial enterprises comply with site specific Standard Operating Procedures which may vary from those contained in this document. This includes non-commercial use by members of the Scout Association whilst in attendance at these centres.

4. CONDUCT OF ACTIVITIES

- 4.1** At all times the Laws of State and Australia must be followed. Nothing in these policies can override a legal obligation. It remains the responsibility of participants and organisers of activities to ensure that they are familiar with the appropriate legislation and regulatory requirements including NSW Adventurous Activity Standards (AAS).
- 4.2** All activities must be conducted in a safe manner and be appropriate to the skills, age and experience of the participants.
- 4.3** All activities should be conducted in accordance with the Adventurous Activities Standard Operating Procedures, Australian Scout Environmental Charter and Minimal Impact Practices.

- 4.4 A suitably qualified member of the Scout Association must be in charge of the activity.
- 4.5 Management of youth member's participation in the sectional award scheme remains the responsibility of the relevant Sectional Leader. Where specific adventurous activity skills are required, the Sectional Leader must seek the support of Adventurous Activity Coordinators or Subject Matter Experts through the RCA or RACs.
- 4.6 The Section Leader remains responsible for ensuring direct, or indirect supervision is provided for youth members participating in adventurous activities.

5. QUALIFICATIONS AND SKILL CURRENCY

- 5.1 Qualifications in adventurous activity skills are gained in accordance with paragraphs 3.8 and 3.9 and are in accordance with outdoor recreation industry standards as appropriate.
- 5.2 Ongoing currency in an adventurous activity skill is based on logbook evidence and a current Vocational Education Training (VET) first aid qualification.
- 5.3 By meeting the requirements for the highest qualification held, there is no need to renew a lower level of qualification.
- 5.4 In certain circumstances the RCA may, at their discretion, place specific limitations on an individual's qualification/s. Such limitations should be reviewed at least every six (6) months.
- 5.5 Competencies gained with other organisations that offer the same skill qualifications will be recognised by Scouts NSW. Holders of these qualifications will need to demonstrate any additional requirements of SAIT and/or Scouts NSW.

6. COMPLAINTS MANAGEMENT

- 6.1 For complaints regarding the gaining of adventurous activity qualifications within the registered scope of SAIT the applicant will follow the SAIT appeals procedure.
- 6.2 For complaints regarding the gaining of all other adventurous activity qualifications or, where restrictions are placed on individuals' activity qualifications, the Regional Commissioner Activities shall seek advice from a panel of adventurous activity qualified members.
- 6.3 Where possible, the panel should comprise of three (3) members who hold qualifications at least equal to, but preferably higher, than the complainant. Panel members may come from outside the Region.
- 6.4 The panel should provide the RCA with appropriate recommendations. Their recommendations may include, but are not limited to:
 - a) Retraining
 - b) Mentoring
 - c) Limitations on the conduct of adventurous activities for a specified period pending ongoing review
- 6.5 The individual concerned should be advised and supported with regard to the outcome.
- 6.6 Where the individual does not agree with the outcome they shall follow the Scouts NSW grievance procedures.
- 6.7 Where the individual is not attached to a Region the State Commissioner Adventurous Activities will assume the responsibilities stated in 6.2.

7. LEADER TO PARTICIPANT RATIOS AND PARTY SIZES

- 7.1 Unless specifically identified in a particular adventurous activity, ratios and party size are to be determined by a risk assessment process based on the following considerations:
 - 7.1.1 Level of difficulty and the skills required
 - 7.1.2 Anticipated environmental conditions, remoteness and duration
 - 7.1.3 Weather conditions and future forecasts
 - 7.1.4 Prior experience of leaders and participants
 - 7.1.5 Requirements of land owners or managers

7.1.6 Availability of communications and access

7.1.7 Environmental sustainability

8. ACTIVITY PLANNING

8.1 All activities must have a plan. An effective plan will allow all participants to enjoy themselves while meeting personal and group goals and challenges. The activity plan needs to take into account a number of considerations, including but not limited to:

- a) Scouts NSW A1 (Activity Notification Form) must be used for all activities
- b) Focus on the purpose of the activity, i.e. what is the desired outcome for the participants
- c) The number of participants
- d) Capabilities, age, experience and skill of participants
- e) Experience of the person in charge of the activity
- f) Transport arrangements
- g) Permission of land managers
- h) Notification of local safety authorities
- i) Availability and suitability of equipment, food and clothing
- j) Appropriate communication equipment
- k) First aid requirements
- l) Emergency evacuation plan
- m) Fitness and known medical conditions of participants
- n) Documented risk assessment
- o) Route plan including escape routes
- p) Suitable maps
- q) Adequate communication of activity details to participants

9. EXCLUSION FROM ACTIVITIES

9.1 There may be occasions when a participant must be excluded from joining in an activity. The decision to exclude someone (youth or adult), regardless of his or her skill level, lies with the AAC. Any sectional leaders who are present at the activity **MUST** support and assist this decision, especially in those instances where the AAC is a suitably qualified youth member.

9.2 Reasons for exclusion include (but are not limited to):

- a) Drug / alcohol influence
- b) Injury or illness (especially if contagious)
- c) Inability or unwillingness to follow safety directions
- d) Behaving in a reckless manner
- e) Endangering others
- f) Lack of suitable personal equipment
- g) Lack of adequate fitness / physical ability

9.3 Care must be taken not to exclude a participant based on a perception of their fitness or physical ability. If an Adventurous Activity Coordinator has concerns about the fitness or ability of a youth member to participate in a particular activity they should consult with the relevant Section Leader and/or the primary carers of the youth member.

9.4 The final decision is one for the Adventurous Activity Coordinator who, if necessary, may cancel the activity.

10. SAFETY AND FIRST AID

- 10.1** To lead any activity, a leader of a group (or a delegated other) must have a level of first aid training that is appropriate to the situation. The factors that determine the level of first aid training and support include the:
- a) Size of the group
 - b) Age and characteristics of the participants
 - c) Remoteness of the activity
 - d) Ease with which the emergency services can be contacted
 - e) Likely time for emergency services to reach an injured person
 - f) Nature and severity of likely injuries
- 10.2** Individual participants who require medication are responsible for bringing sufficient quantities for the duration of the activity.
- 10.3** Unless otherwise stated in specific Standard Operating Procedures the following common approach should be used. The time limits listed below are guidelines only and the Adventurous Activity Coordinator needs to make a judgment, based on the circumstances of each activity and the level of first aid training required. If in doubt advice should be sought from the Regional Commissioner Activities.
- 10.3.1 **Urban:** This applies in parks and urban areas supported by professional medical care (ambulance). Distance from roads should be no more than 15 – 30 minutes. No formal first aid qualification may be necessary but a leader should at least be able to care for someone who is unconscious or who is choking, treat for shock, manage severe bleeding and provide CPR.
- 10.3.2 **Standard:** This applies to any situation where access to professional medical care is less than 1 hour from roads. While it is recommended that leaders should have an accredited first aid qualification a leader should at least be able to care for someone who is unconscious or who is choking, treat for shock, manage severe bleeding and provide CPR.
- 10.3.3 **Remote:** This applies to any situation where access to professional medical care is greater than 1 hour from roads. At least one person, preferably two, (Venturers, Rovers or Leaders) must have an accredited first aid qualification.

11. REFERENCES

- a) NSW Adventurous Activity Standards (AAS)
- b) VIC Adventurous Activity Standards
- c) Field book for Australian Scouts
- d) Outdoor Recreation Industry Council (ORIC)
- e) VET Outdoor Recreation Training Package
- f) NSW State Activities Council

AIR ACTIVITIES STANDARD OPERATING PROCEDURES

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)

FOR THE CURRENT **ADVENTUROUS ACTIVITY POLICY** (NOVEMBER 2013)

AND THE SPECIFIC **AIR ACTIVITIES STANDARD OPERATING PROCEDURES**

OR USE THE FOLLOWING LINK:

[Adventurous Activity Policy and Standard Operating Procedures](#)

ALPINE & SNOWFIELD ACTIVITIES STANDARD OPERATING PROCEDURES

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)

FOR THE CURRENT **ADVENTUROUS ACTIVITY POLICY** (NOVEMBER 2013)

AND THE SPECIFIC **ALPINE & SNOWFIELD ACTIVITIES STANDARD OPERATING PROCEDURES**

OR USE THE FOLLOWING LINK:

[Adventurous Activity Policy and Standard Operating Procedures](#)

AWARDS

Scouts Australia authorises a number of decorations and awards for both uniformed and non-uniformed adult members for Service and Good Service. Details are promulgated in *Decorations and Awards* in P&R. Awards for Good Service are announced on World Scout Day each year.

1. RULES RELATING TO SERVICE AWARDS FOR ADULTS

1.1 The date from which service in Scouts Australia commences to accumulate for the purpose of Service Decorations:

- a) On or before 30/6/85 the Service Start Date is taken as the date of the Leader's first Appointment.
- b) Between 1/7/85 and 31/8/90 inclusive, the Service Start Date is the date Police clearance was received.
- c) Between 1/9/90 and 31/12/91 inclusive, the Service Start Date is the date the Application for Adult Membership was received at State Office.
- d) From 1/1/92 the Service Start Date is the date the Application for Adult Membership was signed by the Group Leader/Leader-in-Charge.

1.2 Periods served in the following capacities do not count for Service decorations:

- a) Reserve
- b) Resigned
- c) Retired

1.3 Although service in a non-uniformed capacity as an office Bearer (specified management roles only - see P&R) may count towards a Service Decoration, the decorations are only issued to uniformed members.

1.4 A Service Decoration may be granted to an office Bearer at Group, Region or State level in one of the following capacities:

President	Chairman	Secretary	Treasurer
Vice-President	Deputy Chairman	Assistant Secretary	Assistant Treasurer

1.5 The period of service need not be consecutive. The total length of service is calculated to the nearest month.

1.6 Cloth emblems indicating the number of years' service in 5 yearly increments from 5 to 50 years will be issued by State Office for wearing on uniform.

2. AWARD PRESENTATIONS - GOVERNMENT HOUSE

2.1 Presentation ceremonies for Queen's Scout, Baden-Powell, Australian Scout Medallion and Gallantry Awardees are held twice yearly in April and September at Government House. Eligible awardees receive their certificates from the Governor and Chief Scout of NSW.

2.2 Nominations close at State Office on 15th February and 15th July each year. Those unable to attend have the option of receiving their certificates at a future ceremony or have them sent to their Region Commissioner for local presentation.

3. QUEEN'S SCOUT AWARD

3.1 The Queen's Scout Award is made, on the recommendation of the District Commissioner (Venturer Scouts) to the Region Commissioner (Venturer Scouts), to Venturer Scouts who have completed the technical requirements for the award as specified in the Venturer Scout Passport and who are in the opinion of the RC (VS), worthy of receiving the award.

3.2 Application for the award must be made on Form F3 "Nomination for the Queen's Scout Award", and is completed by the Venturer Scout, Unit Council, Venturer Scout Leader, Zone Venturer Scout Council, Group Leader and Region Commissioner (Venturer Scouts).

3.3 Upon approval of the Award a letter of congratulations will be sent by the Region Commissioner to the awardee, and the Queen's Scout Badge will be sent to the Group Leader who will make suitable arrangements for its formal presentation.

4. BADEN-POWELL AWARD

- 4.1** The Baden-Powell Award is approved by the Chief Commissioner on the recommendation of the Rover Crew to those Rovers who have completed the technical requirements for the Award as laid down by the Branch Rover Council, and who are, in the opinion of the Crew, worthy of receiving the Award.
- 4.2** Application for the award must be made on Form F4 "Application for the Baden-Powell Award", and is completed by the Rover and Crew Leader supported by recommendations from the Rover Adviser, Group Leader or appropriate Commissioner, Region Rover Council and Region Commissioner (Rovers).
- 4.3** Upon approval of the Award, the Baden-Powell badge accompanied by a letter of congratulations will be sent by the SC(R) to the RC(R) in order to arrange for their presentation.

5. GALLANTRY AND MERITORIOUS CONDUCT AWARDS

- 5.1** Awards for Gallantry are granted by the Chief Scout of Australia to uniformed members of Scouts Australia, and also Groups in the case of joint action, who perform acts of gallantry or heroism in attempting to save the lives of others and which may have involved a risk to themselves.
- 5.2** Recommendations for an award can be made by any person on a confidential form obtainable from The State Office. It must be supported by detailed reports of the incident including eyewitness statements and must be endorsed by the Region Commissioner.
- 5.3** Awards for Meritorious Conduct may also be granted in cases which may not have involved risk of life, but which have displayed courage, endurance, initiative, or devotion to duty, often under suffering. Such awards are applied for in the same way as those for Gallantry.

6. DUKE OF EDINBURGH'S AWARD SCHEME

- 6.1** A close liaison is maintained between Scouts Australia and the Duke of Edinburgh's Award in Australia to provide opportunities and encouragement for young people to make the best use of their leisure and recreation time by taking part in activities which are enjoyable, purposeful and challenging.
- 6.2** Scouts wishing to qualify for the Duke of Edinburgh's Award may do so by following the requirements set down by the Duke of Edinburgh's State Award office in New South Wales.
- 6.3** Full particulars of the Award Scheme can be obtained from:
- Publication - "Guidelines to Scout participation in the Duke of Edinburgh's Award Scheme in Australia (1984)".
 - NSW Liaison officer: State Commissioner (Venturers)

7. CIVIL HONOURS AND AWARDS

- 7.1** These notes are issued as a guide to members of the Scout Association who believe that someone they know in Scouting, who is doing a very good job, should receive a civil award.
- 7.2** Anyone may nominate anybody for an award in the Order of Australia by submitting an official form to the Secretary of the Order of Australia, Government House, Canberra ACT 2600. Nomination forms are available on request from the Secretary, or from Commonwealth offices, and sometimes from local offices of Members of Parliament.
- 7.3** We understand that in excess of 2000 nominations are received by the Honours Secretariat annually, and approximately 700 awards are made in the following categories: Officer, Member, and Medal in the Order of Australia. Obviously most awards are at the level of either Member or (more commonly) Medal.
- 7.4** As a general rule, nominations are best made by those closest to the proposed recipient, that is by the people who know them best and work closest with them. Each Formation of Scouts Australia should do its best to ensure that no one in Scouting who has given especially outstanding service should be overlooked. There would be occasions when an individual's service has either been largely, or more recently, at State level, and is of such nature that a recommendation is best made by a member of the State Team. Local Leaders should exercise their judgement and consult the State Office when they are in doubt about the best level at which a recommendation for someone they know should be made.
- 7.5** The Secretariat, in considering recommendations, has to work within selected quotas, and a record is kept of awards made in the various categories such as public service, professions and community service. State representatives are consulted at the preliminary grading levels, but it is the responsibility of the National Council to finally produce a formal list of recommendations, which are in the end approved by the Queen.
- 7.6** Awards are announced in Her Majesty's name on Australia Day and Queen's Birthday in each year, which means

that cut off times for nominations are about October and April in each year.

- 7.7** Considerable care should be taken in the preparation of nominations. Not only should they be kept as concise and brief as possible, but accurate details of the person's involvement in their various areas of community service should be stated, noting that these will be checked, particularly with the referees who are named in the recommendation. As to referees, it is suggested that wherever possible, their supporting comments should be enclosed with the recommendation, as several months may elapse before a nomination can be processed because of the need to contact referees.
- 7.8** Because of the large number of nominations that are received, some people may wait quite a time before they receive an award, and indeed many never will. However, nominators have a very important role in ensuring that the best possible recommendation, in terms of detail, accuracy and scope, is submitted. If you would like more advice, contact the General Manager at the State Office.
- 7.9** There are many other ways in which people can be accorded local recognition apart from receiving Civil Honours and Awards. Local leaders including Commissioners, Group Leaders and Committee Chairpersons, are encouraged to nominate worthy Leaders for such awards as those presented by Municipal Councils and Service Clubs (including RSL) for community service.

BEHAVIOURAL MANAGEMENT

This section covers situations involving ALL Adults in Scouting (AIS) which includes Adult Members (uniformed and non-uniformed) & Parents/Other Supporters.

1. PERSONAL PROTECTION POLICY AND PROCEDURES

- 1.1. Involvement as an Adult in Scouting is a privilege and conditional on acceptance of the Scout Promise and Law and the Personal Protection Policy and Procedures including the Code of Conduct.
- 1.2. Adult membership of Scouts NSW is granted under the conditions outlined in “Membership of Scouts NSW” and “Adult Leader Appointment Procedures”.
- 1.3. In NSW the Chief Commissioner may suspend adult appointments. Adult appointments are “determined” (issued, withdrawn, resigned, transferred or cancelled) by resolution of the Board of Directors on the recommendation of the Chief Commissioner.
- 1.4. The Board of Directors having made such a “determination” shall not be under any obligation to state the reasons for such actions (Organisation & Information Handbook [O&I] – Membership of Scouts NSW 2.5).
- 1.5. All Adult Members are briefed on this prior to, or at the time of their appointment. Also they are provided with information containing full details including a policy statement, Code of Behaviour, protective practices and rights and responsibilities, as well as guidelines for actions including media contact (“Leader Support Guide 17: Personal Protection Policy & Procedures”, “Fact Sheet 1: Reporting Child Protection Concerns” on the Scouts Australia NSW website).
- 1.6. Whenever called upon to become involved in any matter of behavioural management, due regard needs to be had to such policy and procedures that are complementary to this chapter.
- 1.7. This policy does NOT extend to cover Youth Members who are to be dealt with as set out in O&I Group Organisation 2A - Behavioural Management, Suspension and Dismissal of Youth Members

2. DUTY OF CARE

2.1. Preamble

Scouts Australia in its role of developing of young people so that they may act as responsible citizens uses the following criteria:

- Scouting Aim - To encourage their physical, mental, social and spiritual development.
- Principles - As defined by the Founder, Lord Baden-Powell, that Scouts should serve their God, act in consideration of the needs of others and develop and use their ability to the betterment of themselves and their families and the community in which they live.
- Method - There are 7 principle methods used by the Scout Movement, one of which states:

The provision of a wide range of attractive constructive and challenging activities, including opportunities for adventure and exploring both indoors and outdoors.

- 2.2. Scouts Australia recognises the existence of mutually intersecting obligations between itself, adult and Youth Members.
- 2.3. It recognises that a Duty of Care exists, which can easily be stated as “a duty to take reasonable steps that a reasonable person would expect to take to remove or minimise any risk of injury that can reasonably be discovered”.
- 2.4. Scouts Australia accepts the primacy of its Duty of Care towards Youth Members and, in circumstances where an apparent conflict exists between a duty towards an adult member and towards a Youth Member that conflict will, in

the first instance, be resolved (at least until any formal assessment has been made) in favour of protecting the interests of the Youth Member.

- 2.5. For details on the current application of this Duty of Care refer to “Leader Support Guide 5: Duty of Care” (incorporating “Leader Support Guide 23: Code of Conduct”) on the Scouts Australia NSW website.

2.6. Non-voluntary Transfer

2.6.1.

A Region Commissioner may, on the recommendation of a District Commissioner (or that Region Commissioner’s delegate appointed to review the situation within a Formation), make a non-voluntary transfer of a leader from one Formation to another Formation, where the continuation of the leader at their current Formation is determined by the Region Commissioner to have a detrimental impact on the functioning of the Formation’s performance, prohibiting its capacity to move forward in a positive manner.

2.6.2.

A non-voluntary transfer may take place whether or not there are sufficient grounds for suspension or exclusion.

2.6.3.

Prior to a District Commissioner making such a recommendation, they should ensure that there is a record of the reasonable efforts which have been pursued to resolve the Formation dynamics in accordance with existing policies and procedures as set out below in section 3 of this chapter “Grievance, Dispute and Conflict Resolution Procedures”. Where this resolution procedure proves unsuccessful, providing the District Commissioner can produce clear, concise reasons why the conflict cannot be resolved with the subject leader remaining in the Group, the District Commissioner (or Region Commissioner’s delegate appointed to review the situation) may determine that there be a non-voluntary transfer of that Leader to another Formation (“the determination”).

2.6.4.

The subject of the transfer may lodge, in writing and no later than 5.00pm on the last day nominated in the timeframe, an appeal against the determination to the Region Commissioner. The Region Commissioner may automatically give effect to the determination unless an appeal is lodged within the timeframe.

2.6.5.

The Region Commissioner’s decision is final and there is no right to a further review.

Timeframe: - 14 calendar days from the date on which the determination is dated.

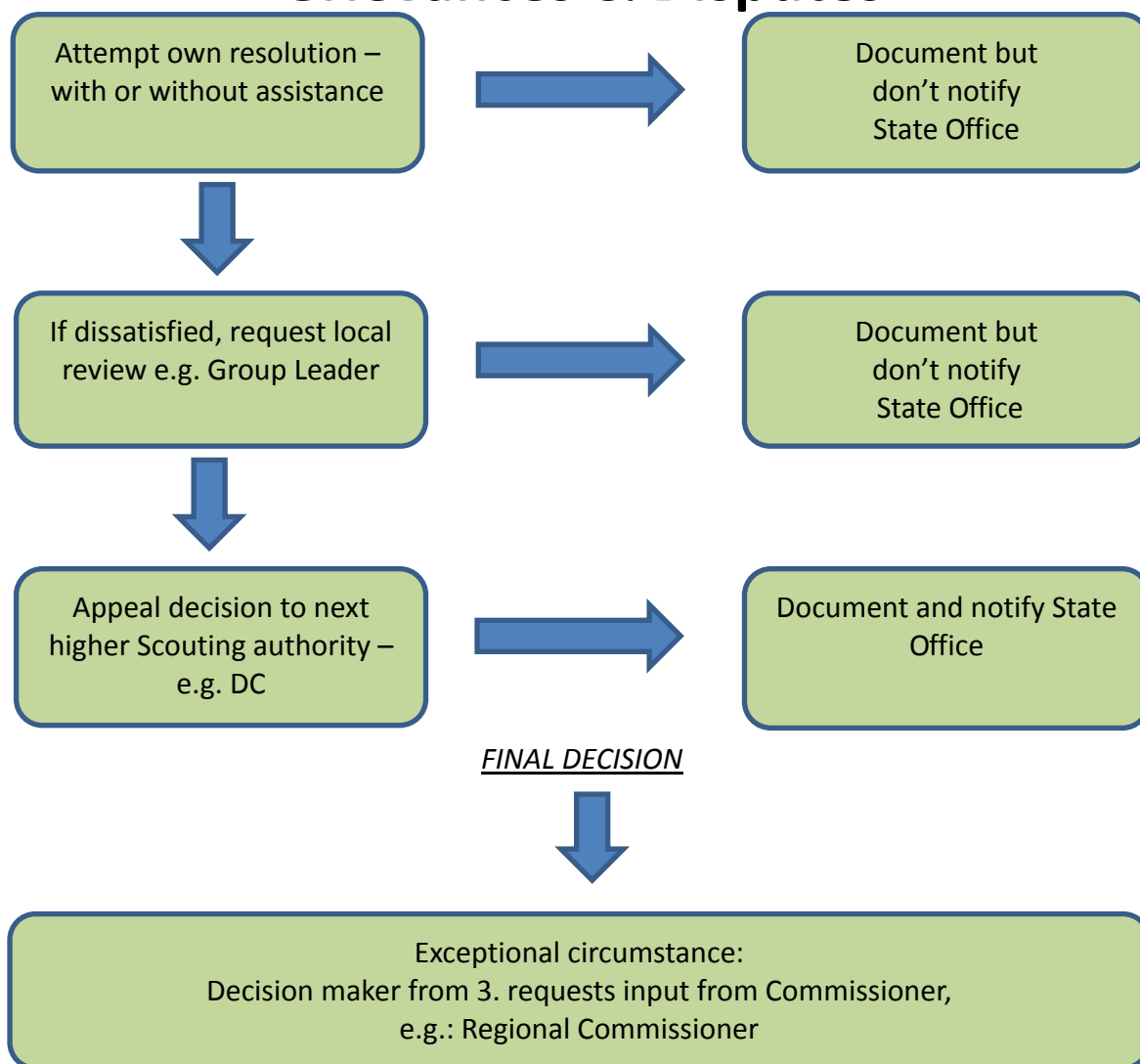
3. GRIEVANCE, DISPUTE AND CONFLICT RESOLUTION PROCEDURES

3.1. Preamble

Working in an Association as large as Scouting, there will always be a time when parties will not agree on a particular course of action or direction being undertaken. Most of these disagreements are handled in such a way that a resolution is achieved locally, very quickly, and without the need for any further action. This is the preferred level of resolution.

In order to assist in the uniformly consistent and fair determination of disputes and behavioural issues, involving Adults in Scouting; whether committee members, supporters and parents; adult members, or any combination of the above, Scouts NSW has put in place a simple 3 step procedure suitable for dealing with such situations, as set out in this Flow Chart:

Grievances & Disputes



3.1.1. STEP ONE – Resolution between the parties

It is incumbent on ALL Adults in Scouting, in the first instance, when they have a grievance or dispute with another Adult in Scouting, to obey the Scout Laws and, with Courage (if needed), but showing respect and Consideration for the other, attempting to explore in a Friendly, Cheerful and Helpful way the reasons underlying the grievance or dispute. After all, it may have arisen through a miscommunication, misunderstanding or simple mistake which will be readily identified and rectified.

Timeframe: - The parties should attempt to resolve such a matter as soon as possible, but certainly within 7 days of it being first raised by one with the other.

3.1.2. STEP TWO – Decision at the local level

If, despite the best efforts of the parties in the first instance, a resolution cannot be reached, any grievance or dispute will be taken seriously and managed expeditiously.

Normally, the issue will be dealt with at the management level at which the grievance or dispute originated (for example, by the Group Leader in relation to issues between parents and leaders; the Activity Leader for issues between activity participants etc.).

The person to whom the grievance is referred will consider all facts and points of view in relation to the grievance before making their decision on the matter.

They will do this by giving the involved parties an opportunity to state their views clearly and will ensure that all facts are clear and understood. If necessary, they may speak to other persons who can assist them in forming a view (such as witnesses or technical experts – such as a District Scout Leader or Training Leader).

When making a determination, the person to whom the grievance is referred will, when possible, seek a solution that is manageable by the parties and that accords with the best interests of Scouting.

The person to whom the grievance is referred will clearly state the factors on which they have based their decision, documenting, document the basis of the grievance and the determination but they do not need to notify anyone else of it.

Timeframe: - The person to whom the grievance is referred will make a decision about the dispute usually within 28 days of the matter being referred to them.

3.1.3. STEP THREE – Final and binding appeal

In those unusual occasions where the parties are not satisfied by the determination at the local level, one or both of them may seek an appeal to the next higher Scouting authority who will make a final and binding determination.

Typically, where the original dispute arose at Group level, the decision at Local Level will have been made by the Group Leader and this appeal lies to the District Commissioner or their delegate (such as the District Scout Leader etc.). That person may, if the matter is particularly complex seek advice from others and, in rare circumstances a matter may be accepted by someone else (such as a Regional Commissioner) who will review the circumstances, the earlier decision and make a final determination which is to be binding on the parties. This determination together with copies of relevant supporting documents will be stored at Branch Office.

A failure by one or other of the parties to accept this final determination may found a basis for cancelling that person's membership with Scouts Australia.

Timeframe: - This final determination will usually be made within 21 days of the appeal.

4. HANDLING OF MAJOR BEHAVIOURAL ISSUES INCLUDING MISDEMEANOURS, INFRINGEMENT OF THE CODE OF CONDUCT AND MATTERS WHERE THE ASSOCIATION'S DUTY OF CARE IS INFRINGED OR ACTIONS BRING OR ARE LIKELY TO BRING THE ASSOCIATION INTO DISREPUTE (INCLUDING CHILD PROTECTION CONCERNS)

4.1. Preamble

There may be some variation in process, depending whether the allegations involve criminal conduct – which will be reported by the Association to the Police, or other child welfare concerns which will be reported to Family and Community Services.

4.1.1.

While the use of the suspension / dismissal process should be seen as a process of last result, as set out under Duty of Care, above, Scouts Australia WILL act to protect the interests of its Youth Members and where that requires the suspension of a Member, that will occur until such time as the matter can be properly assessed by the Authorities or Scouts Australia.

4.1.2.

It is also important to note that Scouts retains a right to summarily dismiss its members in circumstances where there is an infringement of the Duty of Care or for actions which bring or are likely to bring the Association into disrepute (Policy and Rules 5.5.3), and that the Board of Directors may determine (including withdrawing or cancelling) adult appointments and membership at any time at the discretion of the Board of Directors which shall not be under any obligation to state the reasons for such actions (Organisation & Information Handbook – Membership of Scouts NSW 2.5; and Behavioural Management 1.3)

4.1.3.

The complaint process set out below will apply in respect of all complaints other than those made against an Adult who is a direct report to the Chief Commissioner. In respect of any complaint involving such an Adult, the processes and timeframes will be the same, excepting only:

- a) The Delegate will be appointed by and report to the Chair of the Board of Directors; and
- b) The Appeal is to the Board of Directors.

4.1.4.

The timeframes set out in this process are provided by way of guidance only.

4.2. THE COMPLAINT PROCESS

4.2.1. STEP ONE: -

4.2.1.1. (a) – Assessment by a Delegate whether capable of action by Scouts

When a complaint (an allegation of a major behavioural issue) is received by the General Manager, Chief Commissioner or the Board of Directors, it will be referred to a delegate of the Chief Commissioner [The Delegate], who will, using their best endeavours within the timeframe, make an assessment as to whether it can be actioned by Scouts at that time.

A matter will be assessed as not being capable of action by Scouts if:

- a) It is a matter which involves allegations of criminal conduct which Scouts will refer to the Police; or
- b) It is a matter which involves allegations of breaches of child welfare which Scouts will refer to Family and Community Services; or
- c) It is a matter which requires further detail to be provided before it is capable of proper assessment.

When The Delegate makes a determination that a matter is NOT capable of action by Scouts, that will be documented in Branch records and the matter either referred to Police or Family and Community Services (for their consideration) or to the person who made the allegation (to request further information). A full report will be provided to the Chief Commissioner.

At that point time is stopped for that matter, although it will be diarised by the General Manager for follow up at regular intervals, as when a response is received, it may then be capable of action by Scouts – either because the Police or Family and Community Services have declined to investigate, finalised their processes by some other means or because the complainant has supplied further information.

Where The Delegate determines that the matter is capable of action by Scouts she/he will consult with the Chief Commissioner and (except where the matter has been subject of a criminal charge and determination by a Court – see 4.3) appoint a panel of 2 to 3 competent persons who will review the complaint [**the Panel**].

Timeframe: - 7 calendar days for assessment from notification.

4.2.1.2. (b) – Decision whether to suspend

At the time of assessment, The Delegate will make a recommendation to the Chief Commissioner whether to suspend the Adult in accordance with the Association's Duty of Care.

In circumstances in which The Delegate assesses that a matter should be referred to the Police or Family and Community Services, the Association may take guidance from the authorities in deciding whether or not to suspend at that time.

If a matter has been referred to the Police or Family and Community Services but later becomes actionable by Scouts because Police or Family and Community Services have declined to investigate, The Delegate

will review the circumstances surrounding the matter and make a fresh recommendation to the Chief Commissioner whether to suspend the Adult in accordance with the Association's Duty of Care.

Timeframe: - 7 calendar days from relevant information becoming known to the Chief Commissioner or General Manager.

4.2.2. STEP TWO – Review by the Panel

The Panel will review the complaint, using their best endeavours to complete the task within the timeframe.

The Panel's review of the complaint will involve, where appropriate, making such further inquiries and speaking to such persons as they determine may be able to assist them to form a recommendation to delegate.

They will also offer an interview to the Adult the subject of the complaint. During this interview, the allegations will be put to the Adult the subject of the complaint with sufficient detail to enable the Adult to respond to the allegations thoroughly. If the Adult the subject of the complaint does not wish to provide a response to the allegations during that meeting, they may be given the opportunity to provide a written response to the allegations at a time after the meeting is held. Adult

While the panel shall have regard to procedural fairness, in circumstances where there is sufficient information to confirm that a member has either been found guilty of a criminal offence or had a charge dismissed by a Magistrate pursuant to s32 of the Mental Health (Forensic Provisions) Act 1990, that fact alone may be regarded as sufficient to properly support a recommendation of cancellation of membership.

It is the role of the Panel, having considered any documents available to them, as well as the versions of relevant events and issues obtained from persons they have spoken with, to make a determination as to the facts of the complaint – including any issues in dispute.

The Panel will provide to the Delegate a report setting out their factual findings. The Panel may also provide to the Delegate a recommendation as to any disciplinary or other action which should be taken arising from the complaint.

Timeframe: - The Panel will have 30 calendar days from the time the matter is referred to them, to gather any material, speak to witnesses and the Adult subject of the complaint and provide their report and any recommendation to the Delegate.

If the adult subject of the complaint wishes to provide a written response to the allegations, they must provide the written response to the Chair of the Panel within 7 calendar days of the meeting held with the Panel.

Where, reasons of geographical isolation, the unavailability of relevant witnesses or other unusual circumstances exist, the Panel may seek an extension of the timeframe from the Delegate, who will consult with the Chief Commissioner, before determining whether or not to grant such an extension.

4.2.3. STEP THREE – Delegate to make a determination

The Delegate shall use their best endeavours, within the timeframe to make a final determination in relation to the complaint and of the sanction, if any, which should be imposed on the Adult as the result of that determination and to write to the Adult conveying that determination and advising the details of period within and the person with whom any appeal must be lodged.

Some of the determinations open to The Delegate are:

- a) Where the Adult the subject of the complaint has been suspended, the lifting of that suspension;
- b) Where the Adult the subject of the complaint has been suspended, the lifting of that suspension with conditions attached;
- c) The recommendation of cancellation of the membership of the Adult the subject of the complaint.

Timeframe: - 14 calendar days from receipt of the Panel's recommendation.

4.2.4. STEP FOUR – Period during which the Adult may seek an Appeal

The Adult must lodge any appeal against the determination of The Delegate in writing and not later than the period allowed in the timeframe. The appeal may be in writing, fax or email but must be received by the General Manager or other person nominated by the Chief Commissioner in Step Three) no later than 5.00pm on the last day nominated in the timeframe. The General Manager will forward the appeal to the Chief Commissioner.

The Chief Commissioner may automatically give effect to The Delegate's determination unless an appeal is lodged within the timeframe.

Timeframe: - 14 calendar days from the date on which The Delegate's determination is dated.

4.2.5. STEP FIVE – Period during which the final review of their appeal will be determined

Where a sanction is imposed on the Adult as a result of the complaint and they file an appeal, they shall be entitled to address the decision maker who will carry out the final review of their appeal. On that occasion, the Adult may bring a Scouting friend / supporter who is not to be there as an advocate and who may be required to leave the review if they act beyond the role of a supporter.

In all cases other than those involving an adult who reports directly to the Chief Commissioner, the decision maker shall be the Chief Commissioner. In all other cases, the decision makers shall be the Board of Directors (other than the Chief Commissioner).

The Chief Commissioner (or the Board of Directors) will review the information and consider any matters put by the Adult in their address, before they make a final and binding determination.

Once a determination has been made, the Chief Commissioner (or the Board of Directors) will inform the Adult the subject of the complaint of their final and binding determination. Where relevant, the complainant will also be advised (subject to restrictions in law). Where required, the Chief Commissioner will advise the authorities (for example, to notify the Office of the Children's Guardian (NSW) of conduct constituting an assessment requirement trigger under the Child Protection (Working With Children) Act 2012 (formerly, a "Relevant Employment Proceeding" notification).

Timeframe: - The final review shall be heard and determined within 30 calendar days of the appeal being lodged.

4.3. MATTERS SUBJECT OF A CRIMINAL CHARGE AND DETERMINATION BY A COURT

The following process will be used in situations where it comes to the attention of Scouts Australia NSW that an Adult in Scouting has been required to attend a Court in respect of a criminal offence and has been convicted of the offence; has pleaded guilty to the offence; has had the offence found proven against them; or had the offence dismissed by a Magistrate pursuant to s32 of the Mental Health (Forensic Provisions) Act 1990.

4.3.1. STEP ONE – Decision whether to suspend

At the time of receipt of the information, the Delegate will make a recommendation to the Chief Commissioner whether to suspend the Adult in accordance with the Association's Duty of Care (if that has not already been done so under 4.2.1.2).

4.3.2. STEP TWO – Delegate writes to the Adult

In such situations where the facts on which the relevant offence was based would clearly equate to a breach of the Code of Conduct for Adults in Scouting and/or the Scout Promise and Law, the Delegate will write directly to the Adult and ask them to Show Cause why their Membership with Scouts Australia NSW should not be terminated.

The Adult will be offered the opportunity to provide the Delegate any matters they would like the Delegate to take into consideration before making a decision in relation to the Adult's suitability to remain a Member of Scouts Australia NSW. The information should be provided in writing.

Timeframe: - The Adult shall have 7 calendar days to provide their written response.

4.3.3. STEP THREE – :

4.3.3.1. (a) – No Response from Audit

If no response is received by the Delegate at the expiration of this period, the Delegate will refer the matter to the Chief Commissioner with a recommendation that the Adult's Membership with Scouts Australia NSW be cancelled/revoked.

If the Chief Commissioner agrees with the recommendation, the Delegate will write to the Adult and advise them that the Chief Commissioner has cancelled their Appointment and Membership with Scouts Australia NSW.

4.3.3.2. (b) – Response from Audit

If a response containing an explanation and/or material relevant to the matter is received by the Delegate, the Delegate will consider that explanation and any accompanying material and make a final determination, in accordance with the procedures set out above at 4.2.3.

Timeframe: - 14 calendar days from receipt of the Adult's written response.

4.3.4. STEP FOUR – Period during which the Adult may seek an Appeal

The Adult must lodge any appeal against the determination of The Delegate in writing and not later than the period allowed in the timeframe. The appeal may be in writing, fax or email but must be received by the General Manager or other person nominated by the Chief Commissioner in Step Three) no later than 5.00pm on the last day nominated in the timeframe. The General Manager will forward the appeal to the Chief Commissioner.

The Chief Commissioner may automatically give effect to The Delegate's determination unless an appeal is lodged within the timeframe.

Timeframe: - 14 calendar days from the date on which The Delegate's determination is dated.

4.3.5. STEP FIVE - Period during which the final review of their appeal will be determined

Where a sanction is imposed on the Adult as a result of the complaint and they file an appeal, they shall be entitled to address the decision maker who will carry out the final review of their appeal. On that occasion, the Adult may bring a Scouting friend / supporter who is not to be there as an advocate and who may be required to leave the review if they act beyond the role of a supporter.

In all cases other than those involving an adult who reports directly to the Chief Commissioner, the decision maker shall be the Chief Commissioner. In all other cases, the decision makers shall be the Board of Directors (other than the Chief Commissioner).

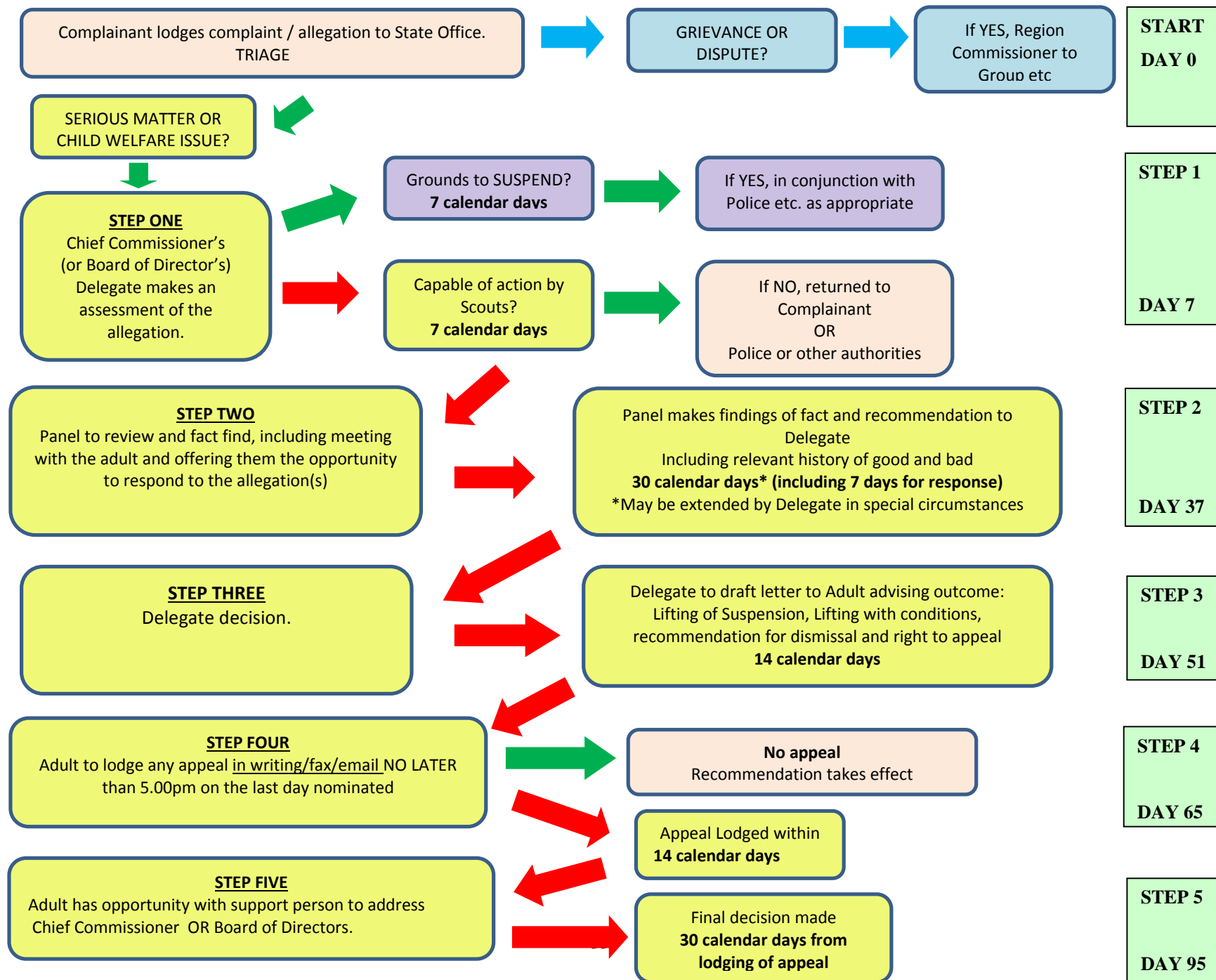
The Chief Commissioner (or the Board of Directors) will review the information and consider any matters put by the Adult in their address, before they make a final and binding determination.

Once a determination has been made, the Chief Commissioner (or the Board of Directors) will inform the Adult the subject of the complaint of their final and binding determination. Where relevant, the complainant will also be advised (subject to restrictions in law). Where required, the Chief Commissioner will advise the authorities

(for example, to notify the Office of the Children’s Guardian (NSW) of conduct constituting an assessment requirement trigger under the Child Protection (Working With Children) Act 2012 (formerly, a “Relevant Employment Proceeding” notification).

Timeframe: - The final review shall be heard and determined within 30 calendar days of the appeal being lodged.

Dispute /Complaint /Allegation Flow Chart



5. GRIEF AND TRAUMA SUPPORT

5.1. Disaster and Accident Procedure for all Formations

All Scouting activities carry some risk. The safety of all Youth Members engaged in Scouting activities is our “Number One Priority”. Despite the very best efforts of all our Adult Members to minimise and manage risk, there may be accidents causing serious injury and even deaths of Youth Members.

In the event of such a circumstance, all Adult Members must be aware of what to do, together with the need for any defusing, debriefing, support or referral for counselling to the affected member’s religious advisor, medical practitioner, or Community Health Centre. If in doubt contact the Region Members Support person, Region Commissioner, Chief Commissioner or General Manager.

5.2. Medical Advice and Guidance

Coping with grief, sorrow and anxiety is a major issue in the event of serious accidents and death. (Refer to Leader Support Guide 2 “Dealing with sudden death facing a Group or Crew”; Leader Support Guide and 27 “Accident First Aid”)

Adult and Youth Members and others who are involved in, or exposed to, some traumatic incident associated with Scouts should be encouraged to participate in an appropriate defusing/debriefing, and/or seek some form of counselling for themselves and perhaps their family. In some instances they may require assistance in finding a counsellor. Medical Practitioners; School Counsellors; Hospital Social Workers and Community Health Centres are all sources of assistance.

5.3. Parent/Guardian Contact

Parent/guardian contact is an important issue. This role is one of informing the parent(s)/guardian(s) of a child, that their child has been seriously injured or killed during a scouting activity. Ultimately, other parents/guardians in the Group must be informed of the incident. This is a very sensitive task. There is only one Golden Rule here - ONLY AN ADULT LEADER, and preferably one known by the child’s family, must contact parent(s)/guardian(s) of the child without delay. If there is any concern in this regard, the Region Commissioner, Chief Commissioner or General Manager is to be advised and they will inform the family or advise how the matter can be most appropriately handled.

It is important in the case of a death or serious traumatic incident affecting the Group that reference be made to Leader Support Guide 2 “Dealing with sudden death facing a Group or Crew”.

5.4. Reporting Serious Incidents

When an incident occurs whilst on a Scout activity which results in serious injury necessitating hospitalisation, or death, a written report setting out all details is to be submitted to State Office through the Region Commissioner, or a State Commissioner where appropriate. This is to be done as soon as practicably possible by the Adult Leader (responsible for the activity) first informed of the incident and is to be submitted in any case within seven days of the incident.

5.5. Injury to Adults involved in Scout Activities

Similar processes should be followed to those indicated for Youth Members. The next of kin being the first point of contact.

6. REFERENCE MATERIAL

See the NSW Website for all Leader Support Guides. They are updated regularly.

Leader Support Guide 2 – Dealing with sudden death facing a Group or Crew

Leader Support Guide 5 – Duty of Care

Leader Support Guide 14 – Dealing with Unacceptable Behaviour of a Youth Member

Leader Support Guide 15 – Handling Grievance and Disputes in Scouting (General)

Leader Support Guide 17 – Personal Protection Policy & Procedures

Leader Support Guide 20 – Discrimination – Disability – Disruptive Behaviour

Leader Support Guide 23 – Code of Conduct

Leader Support Guide 27 – Accident First Aid.

BOATING ACTIVITIES STANDARD OPERATING PROCEDURES

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)

FOR THE CURRENT **ADVENTUROUS ACTIVITY POLICY** (NOVEMBER 2013)

AND THE SPECIFIC **BOATING ACTIVITIES STANDARD OPERATING PROCEDURES**

OR USE THE FOLLOWING LINK:

[Adventurous Activity Policy and Standard Operating Procedures](#)

BOOKS YOU SHOULD HAVE READ

This Sectional list of books is presented as a guide and represents National and other publications designed to assist Leaders in their jobs. From time to time, the availability of some titles will be delayed due to shipping or supply problems.

Leaders, especially those in Groups, should submit their proposed book list purchases through their Group Council for consideration by their Group Support Committee. Youth oriented books should be available for use by the youth members at the Group hall and not stored permanently at Leader's homes.

JOEY SCOUT SECTION

Guidelines for Joey Scout Leaders
Mob Programming
Joey Scout Program and Record Book
Joey Scout Activity Book (1)
Promise & Law
Nature
A - Z Book of Programs
Joey Scout Fun Book (1)
Joey Scout Fun Book (2)
Programming in the Joey Scout Section

CUB SCOUT SECTION

Cub Scout Leader's Handbook
Pack Program & Record Book
New Chum Activity Book
New Chum Kit
Cub Scout Passbook
Book of Cub Scout Challenges
Best of Cub Scout File (1)
Best of Cub Scout File (2)
Skits & Puppets
Nature & Outdoors

The PAWS Series

Handcraft
Outdoor Games
Australiana Games
Games & Activities
More Games & Activities
Promise & Law Games
Pack Holidays
Jungle Lore
Pack Programs (Baden-Powell)
Ideas for Pack Programs
Themes for Pack Programs
Puzzle Time
Cookbook
Quiz Book

SCOUT SECTION

Scout Leaders Handbook
Australian Scout Book
Program Ideas for Scouts
More Program Ideas for Scouts
Ideas for Patrol Meetings
Going into Scouts
Becoming a Venturer Scout
New Member Kit
Scout Book of Challenges
The Patrol System
Camp Planning
Wide Games

VENTURER SCOUT SECTION

Guidelines for Venturer Scout Leader
The Venturer Scout Unit
The Venturer Scout Award Scheme
The Unit Council [Management & Leadership]
Expeditions & Campcraft
Unit Management Course Resource Book
Leadership Course Resource Book
Unit Treasurer's Book
Unit Secretary's Book
Unit Log book
Unit Council Record Book
Venturer Scout Passport

VIA Series

Creativity
Guidelines for Initiative Courses
Cultural Diversity and Scouting
What's this all about, God?

ROVER SCOUT SECTION

Introduction to Rovering
The Rover Record Book
The Rover Award Scheme
The Rover Crew
The Rover Council
Programming in the Rover Scout Section

SPECIAL AUSTRALIAN EDITIONS

Wolf Cub's Handbook
Scouting for Boys
Rovering to Success

WORLD BUREAU EDITIONS

Scouting: Action for the Environment
Help Save the World
Global Village
Fundamentals Principles
The Global Scout
Scouting and Peace
Journey to the Heart of Nature

GENERAL SECTION

P&R (2013 Edition)
Group Leader and Group Support Committee
Leader of Adults Handbook
Ceremonies
PR for Scouting
Introducing Scouting
Australian Scout Song Book
101 Thrifty Ideas Book
Yarns by B-P
International Scouting
To Find Our Way
Australian Outdoor Cookbook
Australian Bushcraft Handbook
Cross Country Navigation
Let's Make a Group Plan
And Now a District Plan
Facets of B-P
Duty to My God
Tonics and Tales
Campfire Leader's Handbook
ROC-ON

BRANCH ACT OF INCORPORATION

ASSOCIATION TITLE

Since 17th December 1986, our title is "The Scout Association of Australia, New South Wales Branch". This said, Scouting in New South Wales uses the common term 'Scouts Australia – NSW'

THE INCORPORATION ACT

Whilst Scouting commenced in New South Wales as early as 1908, the Scouting Movement was not incorporated by statute until 1928. It is known as Act No 26, 1928 and has been amended twice since, namely by Act No 45, 1968 and Act No 148, 1986, these being Acts of the NSW Parliament.

All members of Group/Region/State Committees, Leaders and youth members belong to this body corporate, like shareholders in a company or investors in a building society.

The benefits of incorporation bring with them a number of responsibilities on all Formations.

In particular, it should be seen that there is only one common seal and one person capable of signing important contracts, namely the General Manager. Under our Act, purchases, sales and mortgages of real estate require special permission from a Statutory Committee, known as the Board of Directors. That Committee must also authorise the application of the common seal to other important documents, such as leases, licences and share transfers. Contracts not under seal such as building contracts, which nowadays can involve thousands of dollars, are only binding if signed by the General Manager of the Association.

'The "Scout Association of Australia" (New South Wales Branch) Incorporation Act 1928' is part of the State Constitution. For a copy of the Constitution contact the State Office.

BUDDY BADGE

1. PREAMBLE

A badge for Cubs Scouts, Scouts, Venturer Scouts, Rovers and Leaders. Joey Scouts may participate under special requirements.

The aim of the Buddy Badge is to promote the meaning of "Brotherhood of Scouts" and to encourage *Scouts* and Leaders to fraternise more frequently with other *Scouts* both near and far.

1.1 How it operates

It is expected that the following would be the minimum visitations in a year between Buddy Groups with no limit to the maximum number that it is hoped would continue for many years.

1.2 Adjacent Local Government Area Buddy Group

This means any Group in an adjacent local government area or Shire and/or, in the case of country Groups, an adjacent town or city.

- a) Winter: visit each other's hall or activity (1 visit).
- b) Summer: visit each other's hall or activity (1 visit).
- c) Total: 2 visits per year, one as host the other as visitor.

1.3 Alternate Region Buddy Group

In city Regions this means a country Region and in the country means a city Region, or a coastal Region and an inland Region.

- a) Visit one or the other's hall or activity in the year.

1.4 Typical adjacent Buddy Group activities

1.4.1 Section meeting night

- a) Games night (country fair with darts, quoits, table tennis etc.).
- b) Guest speaker (talk on youth or Scout interest items and supper after).
- c) Supper night (also invite Guides for singing, skits, dancing etc.).

1.4.2 Weekend activities

- a) Combined Section overnight hike.
- b) Combined Section weekend camp.
- c) Combined Section pushbike observation trail.

1.5 Typical alternate Region Buddy Group activities

1.5.1 Long Weekends

- a) invite to participate in Troop camp.
- b) invite to participate in special Group or Region activity.
- c) As host, provide/arrange accommodation for visiting Buddies whilst they attend special functions.

1.5.2 School holiday visits (3-7 days)

Timed to suit any special activity or interest to a visiting Buddy Group Section; e.g. harvest or shearing time, festival, circus, surf carnival, Easter Show etc.

1.6 In all instances the host Section/Group shall be responsible for providing:

- a) The program of activities.
- b) All materials, gear, and equipment required for the activity.
- c) When required, accommodation in Group hall or billeting.
- d) Transport to and from the Group hall and the activity (visitors pay own fares and admission charges).

NB All Buddy Group games, activities; etc. shall be conducted on a combined Patrol basis. Under no circumstances are Buddy Groups to compete against each other.

2. HOW TO GAIN THE AWARD

- 2.1 To gain this metal badge award, Scouts (local government area) and their Section must, within 12 months, have participated in two adjacent Local Government area Buddy Group activities as either host and/or visitor and one Alternate Region Buddy Group visit as either host or visitor.
- 2.2 The Group's own GL will assess which Scouts and Leaders have earned the Award and make the presentations accordingly. Where there is no GL the appropriate Region Leader will adjudicate.
- 2.3 Sections, through their Group Council may make their own approach to establish their Buddy Groups. If any difficulty, they may request Region to arrange Buddy Groups for them. Once established, the Groups/Sections are on their own to make mutually acceptable arrangements.
- 2.4 Badges are available from – to be confirmed.

3. JOEY SCOUT REQUIREMENTS

- 3.1 The two Mobs to become Buddies should notify the DJSL or RCJS of their intention to do the badge. If Mobs are located across Region boundaries both Mobs should notify their respective DJSL / RCJS as appropriate.
- 3.2 There should be at least three combined visits or activities. One of these should be an activity held out of the hall e.g. visit to a park, nature reserve, zoo etc. The other two visits should be to each other's Mob meeting.
- 3.3 On completion of these visits the Joey Scout Leaders apply to their RCJS and a certificate of award and Buddy Badges shall be presented to each Mob.

BUSHWALKING ACTIVITIES STANDARD OPERATING PROCEDURES

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)
FOR THE CURRENT **ADVENTUROUS ACTIVITY POLICY** (NOVEMBER 2013)
AND THE SPECIFIC **BUSHWALKING ACTIVITIES STANDARD OPERATING PROCEDURES**

OR USE THE FOLLOWING LINK:

[Adventurous Activity Policy and Standard Operating Procedures](#)

CAMPsites DIRECTORY

Information on Scout owned Campsites, Activity Centres and Scout Halls available for hire, visits and other activities can be found on the NSW Website.

Additions to the Directory can be made via the annual census process which provides a mechanism for additions and amendments to the Directory, or by writing or emailing the State Office at any time.

CHALLENGE ROPE ACTIVITIES STANDARD OPERATING PROCEDURES

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)
FOR THE CURRENT **ADVENTUROUS ACTIVITY POLICY** (NOVEMBER 2013)
AND THE SPECIFIC **CHALLENGE ROPE ACTIVITIES STANDARD OPERATING PROCEDURES**

OR USE THE FOLLOWING LINK:

[Adventurous Activity Policy and Standard Operating Procedures](#)

CHAPLAIN

1. In keeping with its Duty to God obligations the Association makes provision for the appointment of Chaplains at Group, Region or State level.
2. For a suitably qualified person, lay or ordained, to act as a Chaplain within the Scouts NSW they, if not already a member, will first seek admission under the Adult Member Appointment Procedures and be appointed as an Adviser.
3. A person already holding a State Team appointment may also be designated as a Chaplain but will not be officially appointed as such, as an Adult Leader may not hold more than one appointment.
4. A Chaplain in uniform wears an appropriate badge on the right sleeve.

CLUBS AND INTEREST GROUPS

Since the development of Scouting, a number of clubs and interest groups have been formed. Here is a short list of those known to be in operation. For further information contact the State Office.

- 1. BADEN-POWELL GUILD OF NSW**
Membership is available to former Scouts, Guides and Friends of the Scout Movement. Membership forms, brochures and Guild magazine are available. ,
- 2. DUTY-TO-GOD CHRISTIAN FELLOWSHIP**
Open to "Scouts" and "Guides" and their Leaders who are interested in meeting other Christians in both Associations and in learning more of their Duty to God. The Group is inter-denominational. The Fellowship runs, on an annual basis, a weeklong Scout Camp in the July School Holidays.
- 3. INTERNATIONAL BADGERS CLUB**
Open to any member of the Scout or Guide Association interested in collecting, swapping and studying badges.
- 4. INTERNATIONAL FELLOWSHIP OF FORMER SCOUTS & GUIDES**
The International Fellowship of Former Scouts and Guides was set up to allow Scouts, Guides, Venturer Scouts, Rangers and Leaders to continue their personal development and have a fuller and more enjoyable life when they leave the Scout Movement. There are 28 countries that are members of IFOFSAG and they have organised "Guilds" (groups) of former members of the Scout Movement (see Baden-Powell Guild of NSW, St George's Guild in Australia, and Trefoil Guild).
- 5. INTERNATIONAL SCOUT AND GUIDE CLUB**
Minimum membership age is 16 years and prospective members from Australia should have an International Letter of Introduction from The State Office, Sydney. Details available from The Secretary, International Scout and Guide Club, c/- Baden-Powell House, Queen's Gate, London SW75JS.
- 6. LODGE BADEN-POWELL**
For details concerning Masonic Lodge Baden-Powell, please contact the State Office.
- 7. POLICE SCOUTERS' ASSOCIATION**
The NSW Australasian Police Scouters' Association is open for membership to serving or retired members of the NSW Police Force or Commonwealth Police Force who are serving (or retired) Leaders, Guiders or Supporters.
- 8. ST GEORGE'S GUILD IN AUSTRALIA**
The first St. George's Guild was established in Sydney in 1969 and offers membership (from 18 years of age) to members and former members of the Scout and Guide Associations (Leaders or Supporters) and others interested in promoting Scouting and Guiding in the community.
- 9. TREFOIL GUILD**
Founded by Guides NSW, the Trefoil Guild provides an organisation for all enrolled members who, on ceasing to be actively connected with Guiding, wish to remain in the Scout Movement.
- 10. SCOUT MEDIA GROUP**
The Group's aim is to bring together those who have a passion and background in various communication areas so to create a state wide resource, which will assist in increasing local media coverage.

COMMERCIAL ACTIVITIES

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)

FOR THE CURRENT **ADVENTUROUS ACTIVITIES POLICY**

AND THE SPECIFIC **COMMERCIAL ACTIVITIES RULES**

OR USE THE FOLLOWING LINK:

[Adventurous Activities Policy and Activity Rules](#)

COMMUNICATIONS, MARKETING AND DEVELOPMENT

1. PREAMBLE

1.1 To successfully market Scouting, “Communications and Public Relations” is an essential dual role operation vital at all levels of the Group, Region and State as well as between The Association as a whole and the community. At State level, we have a Communications and Marketing Committee to facilitate such areas as Communications (i.e. public relations, publications and information dissemination to Groups), Marketing (i.e. advertising, promotion, merchandising and sponsorship), and Planning/Research (i.e. Association database, external research data).

1.2 Good communications and public relations result in public acceptance that is vital for the success and survival of The Association at all levels.

- Without public acceptance by you and parents, there is no membership growth!
- Without public acceptance by adults in the community, there are no non-uniformed volunteers or Leaders!
- Without public acceptance by government, civic, business and other community bodies, there is no financial support!

2. CONTACT WITH EXTERNAL ORGANISATIONS

2.1 Association National Policies

National Policy and Rules sets out policy concerning Community Relations, Politics, Public Statements, Scouting and Guiding as well as Australian Fellowship of Former Scouts and Guides.

2.2 Channel of Communication

Except in special cases approved by the Chief Commissioner of Australia or the Chief Commissioner:

1. Federal

Correspondence relating to Scout matters, must not be addressed to any Royal Personage, the Governor-General of Australia, any Minister of the Commonwealth Government or any Commonwealth Government Department, or any Embassy or Legation at home or abroad, or any Scout Association outside Australia, except through the National Office.

2. State

Correspondence relating to Scout matters within the State must not be addressed to the Governor of the State, or any State Minister or Departmental Head, except through The State Office.

3. Scouting Interstate

Correspondence from Formations or members of Scouts NSW must not be addressed to offices in other States, except through or with the permission of State Office.

3. GROUP COMMUNICATIONS AND PUBLIC RELATIONS

Within the Group, an appropriate person responsible for Group Communications and Public Relations is directed by and reports to the Group Leader.

Duties involve:

- a) Maintaining news of Group activities (including forthcoming activities) as well as essential Region functions or activities to all sections of the Group including the Group Support Committee and parents.
- b) Acting as spokesperson for the Group Leader with local press and electronic media.
- c) Liaising with the Region Commissioner (Communications and Public Relations) or their appropriate District Commissioner on relevant matters and taking advantage of presenting opportunities for the Group.

4. REGION COMMUNICATIONS AND PUBLIC RELATIONS

At Region level, a Region Commissioner (Communications and Public Relations), who is directed by and reports to the Region Commissioner, undertakes these essential operations. A close liaison should be maintained between the Region and Group to coordinate planning, training and activities.

Another vital link between the Region and Group is through the appropriate District Commissioner who is also concerned with matters relating to Communications and Public Relations.

5. STATE COMMUNICATIONS AND PUBLIC RELATIONS

5.1 The overall State operations in the fields involving Scout News Media, Scout Photography and Scout Public Relations, Video and Publications Projects, are directed by the Assistant Chief Commissioner (Communications) who is appointed by and reports to the Chief Commissioner.

5.2 While the State Communications, Public Relations and Marketing Team are primarily concerned with overall State function, it offers the following services:

- a) Support the Media Group
- b) A press clipping file containing press clippings of Scouting News appearing in newspapers over NSW, is available to peruse or for research at the State Office. Arrangements to inspect must be made through the Development and Community Services Manager.
- c) Linking of Group Websites to the NSW Website

6. STATE/REGION COMMUNICATIONS AND PR

Region Commissioners (Communications and Public Relations) along with counterparts from the Branch Rover Council and the Baden-Powell Guild of NSW, meet several times each year with the Assistant Chief Commissioner (Communications), to exchange and coordinate information on activities and future events. Meeting dates are published in the NSW State Calendar.

For further information, contact the Assistant Chief Commissioner (Communications), at State Office.

7. PROMOTIONAL AND DEVELOPMENT INITIATIVES

7.1 One of the greatest challenges facing Scouts Australia is that of our promotion, both internal and to the public. This continuous building of our image is a matter that needs support.

7.2 Groups and Regions should be constantly working to increase the strength of Scouts Australia by aiming for maximum Mob, Pack, Troop, Unit and Crew numbers and where possible, opening up new Sections in a Group or new Groups in a Region.

7.3 We should not take things for granted and think *Scouting* will grow without our active involvement and that public acceptance will always remain. Scouts Australia has to prove its value to the community and if we achieve this, widespread support and recognition will be gained in the process. Too few Groups and Regions think of promoting Scouting to the community as an important area of their responsibilities.

7.4 A catalogue of promotional and Development materials designed to assist you in the continuing promotion of Scouting for your Groups and Regions is made available through the State Office to all Adult Members. Order display equipment, pamphlets, posters, information sheets, magazines and many other promotional items through the NSW Website, the State Office or contact the Region Office.

COPYRIGHT

1. PREAMBLE

- 1.1** Regardless of your role in Scouts NSW, you will find yourself exposed to a wide range of enticing informational sources which you feel can be used or adapted for the Scouting program. Such items may be contained in books, magazines, newspapers, photographic or illustrated works, musical scores, stage plays, videos, films and computer disks, etc.
- 1.2** **Beware** - all materials are the legal property of someone or some organisation. Their use or modification **without written permission from the Copyright owner** can constitute a breach of the Copyright laws in Australia and other countries for which there are now severe penalties. Ignorance of the law is no excuse.
- 1.3** Such Copyright owners have direct access to bodies like the Australian Copyright Council, the Copyright Tribunal, Performers Rights and collection-licensing outlets like Copyright Agency Ltd. Additional powerful remedies are available from the Federal Court in relation to infringement of intellectual property rights through a series of court orders like the John Doe or the Anton Pillor order.
- 1.4** **The John Doe order** - where the Copyright owner is permitted to seize infringing material from an identified person. **The Anton Pillor order** - where the Copyright owner is permitted to enter and search for and remove infringing material, and so on.
- 1.5** The Copyright laws have become increasingly important in all walks of industry as an effective means of halting what appears to be a “growth industry” of Copyright infringements for those people who choose to ignore or remain ignorant of the law. Authors, artists and business companies, etc., have become far more conscious of the need to protect the results of their hard work and expensive outlay from plagiarism.
- 1.6** To enable you to operate in this climate and do the right thing for yourself and Scouting, a brief outline of the Copyright Act is given, along with tips to avoid pitfalls of Copyright.

2. COPYRIGHT ACT OF 1968

- 2.1** The rules of the Copyright law are, unfortunately, very complex and often difficult for the average person to grasp without expert legal opinion and guidance. The Australian Copyright Act of 1968 and subsequent amendments, provided in sections 31, 85 and 86, convey **the exclusive right of an author**, artists, etc., to do any of the following acts:
- a) to produce the work in a material form
 - b) to publish the work
 - c) to perform the work in public
 - d) to broadcast the work
 - e) to cause the work to be transmitted to subscribers to a diffusion service
 - f) to make an adaptation of the work

While many other details apply, this explanation is sufficient for you.

3. THE DURATION OF COPYRIGHT

- 3.1** The **duration of Copyright** depends on the nature of the Copyright material. Where the original or first owner of Copyright is an actual person, Copyright on literary, dramatic, musical or artistic work **lasts for the life of the person plus 50 years**. Where the first owner is a company, the duration is **50 years only**.
- 3.2** That, in essence, is the basic Copyright duration. However, there are many variations that can cause the Copyright to be extended for longer periods. If, for instance, the original owner (person or company) transfers the Copyright to another party (this can be done through a will, trust, etc., or can be purchased), the Copyright can be extended. One example is in Scouting. Baden-Powell passed away in 1941, therefore you may think that from 1991 all his books e.g. Scouting for Boys, Rovering to Success, no longer carried a Copyright. The Copyright is still in force and is held by the Scout Association. Therefore, before you can use any of the material, you need approval. This is the situation in many cases.

4. COPYRIGHT EXPIRY

4.1 How do you know whether an item you are interested in using is covered by Copyright? The answer to this is complicated by international Copyright arrangements to which Australia subscribes. One such arrangement requires a Copyright notice in the form of a Copyright C symbol in a circle © followed by the name of the Copyright owner and the year of first publication, e.g., “Copyright © John Brown in 1995”. This ensures that works created in Australia have full protection in other countries. No such notice is required to obtain Copyright protection in Australia. As a result, you could be led to believe that such work without a Copyright notice is in order to use without permission. This assumption may or may not be correct as an implied copyright exists until otherwise **proven by you**.

5. COPYRIGHT - STUDY, RESEARCH PURPOSES

5.1 Generally speaking, apart from any fair dealing for the purposes of private study, research, criticisms or review as permitted under the Copyright Act, **no part of any work** may be reproduced by any process without written permission.

5.2 How much Copyright work may you utilise under the term fair dealing? The Copyright Act does not clearly define this section. It does refer to “substantial part” where infringements are involved and here the Courts have laid down certain rules that define “substantial part”.

5.3 In a contested article, for example, both the original work and the copy of the contested work are examined and also the economic impact of copying in determining whether a “substantial part” has been used. If it is found that a small part of the original work makes up a major part of the contested work, **the Copyright has been infringed**.

5.4 If, for example, you use a small part of an original work, which contains a summary of the original work, and even though this part so copied is only a minor part of your article or works, **you have broken the Copyright laws**. Illustrations including graphs, charts and technical drawings in themselves, and the copying of these items, would infringe Copyright.

6. HOW TO AVOID THE PITFALLS OF COPYRIGHT

The following examples represent Copyright problem areas that are misunderstood by some Scouting people:

6.1 **Scouting handbooks and other publications of The Scout Association of Australia are Copyright of that Association.**

- Apart from the purposes of review, etc., already discussed, membership of the Association does not confer the right of reproduction of materials by any means - manual, electronic or mechanical - from these publications without written permission.
- However, a written application to the National Publications Officer (c/- Scouts Australia National Office) designating an article or illustration, will generally result in a simple “yes” for permission to use the item in your Section, Group, or Region magazine. Occasionally, some requests cannot be met because of a shared Copyright by the Association with another publication, or a limited Copyright agreement.

6.2 **Scout publications of any of the States of The Scout Association in Australia or overseas Associations will require written application to, and permission from these respective States or Associations on your behalf by the National Publications Officer.**

6.3 **Do publishers restrict the amount of materials you may use?** YES! Asking for an open option (called a blanket approval) to reproduce anything in a publication is never given! It is wise to request one or two small items initially and reapply later. However, there are restrictions to the overall quantity from one publication.

6.4 **What are your obligations to the use of approved Copyright reproductions?** You may only reproduce the material in your publication. You may not give use of the material to other people. Your article headline should show a Copyright symbol © and the foot of the article should contain this indication:

- Permission to reproduce this article (and illustration) must be obtained from (*name of publisher*).
- Scout courtesy demands that a copy of your publication should go to your source of permission otherwise your next request may be met with a NO!

6.5 **Can you reproduce from any other Scout magazine or newsheet?** NO! Unless the magazine indicates that permission is available to reproduce any material except that which is Copyright ©; you must request written permission. If you do reproduce where permission is indicated, acknowledge the work, e.g. “from Group Scoop” and send a copy to its editor.

- 6.6 To avoid Copyright problems, can you trace, modify or redraw illustrations?** NO! The Copyright entails the illustration and the concept it portrays and the Courts generally decide violations. Play safe and request permission.
- 6.7 Can articles, illustrations and photographs voluntarily submitted by contributors to a magazine, be used for other purposes following publication?** Copyright authorities consider the answer is a legal minefield but favours the contributors. Unless a contributor transfers Copyright to the publication, there is a shared Copyright for the initial reproduction in that magazine. Reproduction elsewhere or in another form would be a violation of Copyright. Another magazine reproducing the article without permission could be in strife as well.
- 6.8 Are there problems associated with producing a Scout songbook?** YES! You need Copyright clearance and permission in writing for those songs still in Copyright plus payment of any reproduction fees including performing rights, etc. Those songs presumed to be out of Copyright will need to be legally checked and if you are thinking of adding a few parodies of popular songs, don't! You will be infringing Copyright under the Act.
- 6.9 Can a video of a Scout activity on television be used to promote local Scouting?** Only with the permission of the television station management who would then provide one from their records at a fee. A VCR copy of your own would break Copyright public use. Though recent law changes has allowed some local of copying.
- 6.10 Can I program material into my computer?** The use of material on computers comes under the current rules of Copyright. You are basically using an electronic device to reproduce material, thereby infringing Copyright if you do not adhere to the rules. If you create a disk or CD for use or place material on a network, you are in effect creating multiple copies, as you have created multi-access to the material. Also, be wary of copying material from disks, CD or network information systems, as Copyrights apply to the material.
- 6.11 If you acknowledge the source of your material, is it in order to reproduce?** NO! Reproduction of Copyright material is an infringement and in any case the onus is on you to prove it is not Copyright before using. Obtain written permission for use, as verbal permission is of little value if the use of material is contested.

CUB SCOUTS

1. OVERNIGHT ACTIVITIES

To be read in conjunction with Policy & Rules chapters on:

- Child Protection and Protection from Harm;
- Duty of Care;
- The Functions of the Group Leader;
- Training of Leaders;
- Provisions for Male and Female Members.

In keeping with the general Scouts NSW rules relating to overnight Camps and Hikes, the Group Leader (or nominated Leader-in-Charge of a Group) has the authority to approve overnight activities for Cub Scouts subject to the requirements below.

1.1 Pack Holidays

Cub Scouts may be taken on Pack Holidays in accordance with the following rules:

- a) Two (2) Leaders holding current Certificates of Appointment and Adult Leadership, one of whom must hold a current appointment for the Cub Scout Section, shall be present at all times.
- b) The Leader in charge shall hold all of the following qualifications:
 - A current Certificate of Appointment and Adult Leadership for the Cub Scout Section,
 - be aged not younger than 21 years,
 - be a holder of equivalent to Pack Holiday Topic from Advanced level of Training and
 - have assisted on and been involved in the planning of at least one Pack Holiday.
- c) Adult child ratio should be at least 1 adult per team (six) of Cub Scouts. One adult shall be proficient in First Aid and be the designated First Aider. The First Aider shall be responsible for provision of a First Aid Kit and shall have no duties that will prevent them from being with the Cub Scouts at every activity.
- d) Provision should be made for the safe storage and distribution of personal medication belonging to youth members. Parents should be consulted, and documentation provided on all individual youth member medical requirements. Appropriate written medical "Management Plans" should be provided by the parents where necessary e.g. Asthma, Allergic Reaction etc.
- e) Accommodation for sleeping is to be provided at approved Pack Holiday premises. These would normally include Region and District campsites, State Activity Centres, accredited Sport & Rec sites etc. Group halls, Church halls or other similar buildings must be approved by Scouts NSW. The Region Commissioner (Cub Scouts) should be consulted where necessary.
- f) Sufficient sleeping bags or blankets shall be provided to enable each Cub Scout to make a separate bed.
- g) Except as part of the Linking Process (see below) Cub Scouts are not permitted to share sleeping accommodation with Scouts or Leaders.
- h) Adequate toilets and showers shall be available adjacent or within close proximity to sleeping accommodation.
- i) Meals for Cub Scouts must be prepared and cooked by an adult cooking team or supplied by caterers.
- j) Cub Scouts may prepare and cook some meals under adult supervision in a camp situation during the course of the Pack Holiday.
- k) Restrictions and prohibitions relating to the lighting of fires, especially out of doors shall be strictly observed (refer to P&R)
- l) 'ACTIVITY NOTIFICATION PROCEDURES' are to be implemented and "Parent Consent Forms" obtained. Parents and guardians must be advised of the particulars of the activity (informed consent).
- m) Pack holiday program (wet & dry), menu and other details must be completed one month prior to the pack holiday and must be submitted to the Region Commissioner (Cub Scouts), or designate, and the Group Leader for approval.

1.2 Sleepovers

- a) Approval for the use of Scout Halls for overnight accommodation must be in accordance with Scouts NSW 'SLEEPING IN SCOUT HALLS' Policy.
- b) Where permission has been given to use a hall, Cub Scouts may sleep overnight in accordance with the same rules that apply to Pack Holidays.

1.3 Cub Scouts Camping In Tents

The rules for Pack Holiday still apply. In addition the leader in charge of the camp must hold the appropriate Campcraft Modules (or equivalent) from Advanced level of Training.

Tents providing accommodation for sleeping are to be marquee-type, or Scout patrol tents. Other styles of tents are acceptable provided they are of a sturdy make and design and are made of a quality waterproof material. Tents with "flies" must have a fly made of a quality waterproof material. Arrangements must be made for alternative accommodation to be available in the event of severe inclement weather.

Adequate fresh water, washing facilities and toilets shall be available adjacent or within close proximity to sleeping accommodation.

2. BUSHWALKING

All hikes and bushwalks (including overnight) should be in accordance with the Scouts NSW 'BUSHWALKING POLICY'. In addition the following guidelines must be followed:

- 2.1 Where a bushwalker activity Leader, who is not trained in the Cub Scout Section, is used to lead the hike, a Leader from the Cub Scout Section must attend.
- 2.2 The hike is to be on clearly defined tracks, and of a suitable duration and terrain that is within the physical capabilities of the Cub Scout.
- 2.3 Where the hike involves an overnight stay, a maximum of one night is permissible. The rules for Pack Holiday and Cubs Scouts Camping in Tents still apply.
- 2.4 Tents, camping equipment, cooking equipment, food and sleeping gear are to be transported to the overnight destination. Cub Scouts must not be required to carry any of the previously described articles during the hike but may carry a day pack with standard hiking requirements (food, water, wet weather gear, warm clothing, personal first aid kit etc.). For children, backpack weight should not exceed one quarter of total body weight as an absolute maximum and ideally should be less than this.
- 2.5 Cub Scouts may prepare and cook some meals under adult supervision in a camp situation during the course of the hike.
- 2.6 Restrictions and prohibitions relating to the lighting of fires, especially out of doors shall be strictly observed (refer to P&R).
- 2.7 Cub Scouts are not permitted to share sleeping accommodation with Scouts or Leaders.
- 2.8 Parents and guardians must be advised of the particulars of the activity (informed consent).

3. LINKING ACTIVITIES

- 3.1 Linking activities should be planned through the normal Group Council consultative process.
- 3.2 Where possible, more than one Cub Scout should participate in linking activities at any one time. This encourages the concept of comradeship and will be less daunting for the youth member.
- 3.3 The Scout Leader is to ensure that Cub Scouts participating in linking activities are not subject to any inappropriate behaviour. This includes any form of initiation ceremony, harassment or bullying, (refer to P&R)
- 3.4 Whilst overnight activities are not a necessary part of the Scout Link Badge process; Cub Scouts can camp with a scout patrol while taking part in a linking activity. Any relevant Scout section camping policies will apply, including the requirements of the Prohibited Employment Declaration policy.
- 3.5 The rules for male and female members will be followed, (also refer to P&R)

4. EXCHANGE VISITS

- 4.1 Cub Scouts are encouraged to participate in exchange visits within their own Region and to other Regions in New South Wales. In these circumstances the Pack Holiday and Camping in Tents rules apply.

5. CUB SCOUT LEADERSHIP COURSE

- 5.1 Cub Scout Leadership Courses shall be run in accordance with the Cub Scout Leaders Handbook and Resource Folder.

5.2 If the course is run over a weekend, the Pack Holiday and Camping in Tents rules apply.

6. DISTRICT/REGION ACTIVITIES

6.1 District and Region activities involving Cub Scouts should be in accordance with State rules.

6.2 Approval for these will be given by the Region Commissioner (Cub Scouts) or designate. The State Commissioner (Cub Scouts) may be consulted where necessary.

7. STATE ACTIVITIES

7.1 Cub Scouts may participate in State run activities in line with any guidelines recommended by the State Cub Scout Council.

7.2 Approvals for these activities will be given by the State Commissioner (Cub Scouts).

8. GREY WOLF AWARD

8.1 The Grey Wolf Award is the highest award of the Cub Scout section, the details of which can be found in the Cub Scout Record Book. The Award is not a requirement or substitute for the Scout Link Badge. The Region Commissioner (Cub Scouts) should be consulted where necessary for advice.

8.2 Application forms for the Grey Wolf Award can be obtained from the NSW Website or Region Commissioner (Cub Scouts).

8.3 The Grey Wolf Award will be presented at a suitable event when the significance of the award can be realized.

9. BUDDY BADGE FOR CUB SCOUTS

The Buddy Badge is available to all sections to participate in. Details are available elsewhere in this O&I Manual.

DEEP-SEA SCOUTS

1. MEMBERSHIP

- 1.1 Deep-Sea Scouts and Deep-Sea Scout Advisers are members of the Royal Australian Navy, the Merchant Navy, or crews of ocean-going yachts, who are likely to be away from their normal place of residence for an extended period which would preclude them from active participation in a local Group or Rover Crew.
- 1.2 Within Scouts NSW all Deep-Sea Scouts and Advisers will belong to the Deep-Sea Rover Crew.

2. DEEP-SEA SCOUTS

- 2.1 Deep-Sea Scouts are young adults who have attained the age of seventeen years but who have not reached their twenty-seventh birthday.
- 2.2 A Leader approved by the Chief Commissioner should invest any Deep-Sea *Scouts* who have not previously been members of Scouts Australia.

3. DEEP-SEA SCOUT ADVISERS

- 3.1 Deep-Sea Scout Advisers are Adult Members who are responsible for, and act in an advisory capacity to, the Deep-Sea Scouts within the Deep-Sea Rover Crew.
- 3.2 One of the Advisers will be appointed Deep-Sea Rover Adviser (Responsible) as Leader-in-Charge of the Deep-Sea Rover Crew.

4. PORT LIAISON OFFICERS

- 4.1 Adult members on the State Team may perform a liaison role for visiting shipboard Deep-Sea Scouts in which case they may hold a second appointment as Port Liaison officer for a nominated Sea Port in NSW and will be attached to the Deep-Sea Rover Crew. They will act as a contact for Deep-Sea Scouts wishing to be involved in Scouting during port visits.

5. REGISTRATION

- 5.1 Deep-Sea Scouts are individually registered by the State Office from which applications (Form R5) may be obtained.
- 5.2 Deep-Sea Scout Advisers are to apply for membership and appointment in the same way as for other Adult Members.
- 5.3 A Deep-Sea Scout or Adviser may be required to pay a registration fee. Registration must be renewed annually.
- 5.4 On registration, Deep-Sea Scouts and Advisers are issued with a Deep-Sea scarf, shoulder badge, wrist badge and an International Letter of Introduction.

DRAGON SKIN

1. Dragon Skin is an annual State Venturer Scout activity. It is an expedition held over four days each Easter in a State Forest within three hours travel from NSW Central Railway Station. Teams of Venturer Scouts from the eastern States and ACT participate in a variety of bush activities that allow them to test their initiative, leadership, teamwork and technical skills against members of other Units.
2. Participation is around teams comprising Venturer Scouts and Guides, supported by Rovers, Leaders and helpers.
3. Venturers who participate must hold the Venturing Skills Award and be registered members of the Association. In addition, at least one member of each team must hold a current first aid qualification.
4. The event is organised by the Dragon Skin Committee, a standing Committee that is responsible through the State Venturer Scout Council to the State Commissioner (Venturer Scouts).
5. For further information contact the committee's Executive Director through the State Office, the NSW Website.

DRUGS, SMOKING & ALCOHOL POLICY

Failure to comply with the following Policies may lead to a member being required to show cause to the Region Commissioner and possibly the Chief Commissioner, as to their ongoing future within the Association.

1. SMOKING

- 1.1** Recognising the legal implications regarding passive smoking all buildings situated on properties owned or controlled by The Scout Association NSW have been declared 'Smoke Free' areas. All those people using any of our buildings are to be made aware of this by signage and other appropriate means.
- 1.2** Youth members will not be allowed to smoke, as we have a duty of care to ensure we are providing a safe environment, and we also recognise the intent of the Public Health (Tobacco) Act 2008 that tobacco products are not be possessed by persons under the age of 18 years.
- 1.3** Possession or use of tobacco products by any youth member under the age of 18 years, at any Scouting activity, will result in the product being confiscated. Continued possession may lead to removal from the activity.
- 1.4** Smoking, by adults, whether Members, Supporters, Parents, Contractors or Employees:
 - 1.4.1** Whilst at Scout meetings and activities may only occur off-site
 - 1.4.2** Out of sight of youth members;
 - 1.4.3** Far enough away from youth members that they cannot smell the smoke;
 - 1.4.4** At a place that will not allow the effects of smoking to enter any Scout building and (subject to 1.4.5) not closer than 5 metres of any Scout property boundary.
 - 1.4.5** Where the size of the property is such that is not practical for someone to leave the site to smoke, the Association may consider identifying a discreet location on-site that meets the requirements of 1.4.2 through 1.4.4 inclusive. The NSW Scoutsafe Committee must approve the identification of such a location.
- 1.5** Adults smoking in uniform (as defined by The Scout Associations' NSW insurer); when in view of the public should be discreet and aware that their smoking could reflect negatively on the Association.
- 1.6** Contractors, workers and employees must observe the appropriate Workcover and Work Health Safety & Environment smoking rules and whilst on any Scout property not breaches the requirements of 1.4.

2. DRUGS AND DRUG ABUSE

The Association strongly deplores the increasing misuse and abuse of all drugs within the community. While not defining guidelines as in the case of smoking and alcoholic drinks, The Association reminds all Leaders and Supporters that Federal and State laws specifically cover the subject. Members should make themselves conversant with these laws.

Possession or use of "prohibited drugs" by any adult or youth member at any Scouting activity will result in that person being required to leave the activity immediately and in the case of youth members, parents will be advised of the reasons for such action. Police will be advised in any case of suspected illicit drug possession and/or use.

3. ALCOHOLIC DRINKS

While the Scout Association is not teetotal, our responsibilities to youth, their parents / guardians and other members require adults to be particularly circumspect in regard to the consumption of alcohol while taking part in Scouting activities. In particular, Leaders and Rovers must never allow themselves to be placed in a position where there can be any suggestion that the consumption of alcohol may have affected their ability to exercise proper care of members and activities under their charge or supervision.

- 3.1** Joey Scouts, Cub Scouts, Scouts and Venturer Scouts are not permitted to consume alcoholic drinks at Scouting meetings, activities or any other function they attend as a representative of the Scout Movement.
- 3.2** Rovers and Leaders are not permitted to consume alcoholic drinks during Joey Scout, Cub Scout, Scout or Venturer Scout meetings or activities except as provided in 3.3 and 3.4 below. Rovers and Leaders shall not consume alcoholic drinks immediately before attending Joey Scout, Cub Scout, Scout and Venturer Scout meetings or activities.
- 3.3** With the approval of the Chief Commissioner or Region Commissioner, alcoholic drinks may be consumed in moderation at formal Scouting functions where accepted convention would normally permit the serving of pre-dinner drinks and table wines with meals.
- 3.4** With the prior written approval of the Chief Commissioner or Region Commissioner, and only under suitable

circumstances in an area not available to youth members of the Association, alcoholic drinks may be consumed in moderation by Rovers, Leaders and other adults at a Scouting function or activity which lasts several days (such as a Jamboree, Jamborette).

- 3.5** While it is not to be encouraged, Scout premises may be made available for activities at which it is intended that alcoholic drinks will be consumed (such as wedding receptions, birthday celebrations), but only where such use is not prohibited by any law, regulation or prior agreement. The premises must be cleaned immediately (not left to the next day) and all empty and full containers for alcoholic beverages removed.

ENVIRONMENT ACTIVITIES and ENVIRONMENTAL POLICY

1. PREAMBLE

Scouts NSW makes a commitment to abide by the NSW State Legislation governing the use of the environment, “The Protection of the Environment Operations Act – 1997”. This Act and its associated legislation governs the actions of ALL land users, land holders and land owners within the State of New South Wales. Failure to comply may result in legal action against both the Association and the individual.

2. ENVIRONMENTAL POLICY

The Association makes a commitment to the environment through its Promise & Law and The Australian Scout Environment Charter.

3. STATE ENVIRONMENT TEAM

The State Advisory Committee on the Environment (SACRACE) reviews current and future issues that may effect Scout operations within the Environment.

The State Commissioner (Environment) and Team are accountable for:

- State environment activity camps
- State Environmental Weeks
- National meetings (including representation at both National and World (WOSM) levels with the development of environmentally based programmes for both Youth and Adults members

4. ENVIRONMENTAL PROGRAMMES/PROJECTS

Programmes and activities relate directly to section award schemes allowing members to acquire the relevant award challenge.

Environment Team members are available to provide assistance in project planning as well as assistance with resources to complete projects.

Programme and contact details are available on the NSW Website.

FIRE & FIRE SAFETY

To prevent possible uncontrolled fires and the danger they pose to life and property, every member of the Association needs to observe strict fire safety practices at all times, both in and out of doors.

Leaders should encourage a close liaison in training and instruction with officers of the Fire Brigade responsible for their area.

1. FIRE SAFETY GUIDELINES - SCOUT PROPERTIES

1.1 Exterior Preventative Measures

1. Remove all undergrowth from around and under buildings and maintain lawns and surrounds in tidy condition.
2. Reduce ground fuel from adjacent bushland areas by selective removal of heavy undergrowth, low level shrubs, fallen timber and ground debris for a distance of at least 10 metres from buildings. Use a larger distance in areas especially prone to bush fire (e.g. directly uphill of bushland).
3. Remove overhanging tree branches, clear guttering at regular intervals and where appropriate install gutter leaf guards.
4. Check for open eaves, openings in wall timbers and roof cover. Have these repaired if damaged. Ensure they are enclosed in high bush fire risk areas.
5. Minimise the accumulation of any combustible materials. Store rubbish and any combustibles well clear of the building (min. 4.5 metres).
6. Incinerators should be properly designed and be clear of buildings. Note that many areas now prohibit or strictly control the use of incinerators or burning in the open. Check with your local Council for details.

1.2 Interior Preventative Measures

1. Check security and fit of all internal and external windows and doors.
2. Check for gaps or holes in floors, walls, and ceiling linings.
3. Store all gear neatly in defined areas. Use timber or metal cupboards, lockers or boxes where possible.
4. Flammable liquids should be stored separately in a metal cabinet, locker or box, labelled with the appropriate placard, and not located such that they might prevent the use of an exit if they became involved in a fire.
5. The quantity of flammable liquids shall be limited to the minimum needed and no more than 100 litres shall be kept, apart from heating oil in an approved tank. If an outbuilding is used to store flammable liquids, it must be secure and be at least one metre clear of any other building. Flammable liquids stored within a hall shall be limited to a maximum of 5 litres for every 50 square metres of floor area.
6. The quantity of flammable gas cylinders shall be limited to the minimum needed. These may include cylinders associated with a properly installed gas supply system for the building, and a cylinder fitted for outdoor use in a public area. The latter must be enclosed in a lockable cage or cabinet and have all parts, fittings and connections protected against dislodgment, tampering or impact. Avoid storing gas cylinders indoors; but if necessary, limit the quantity to a total capacity of 12 litres (including "empties") and store them upright in a secure, ventilated cabinet or area.
7. Leaders and persons using flammable liquids or gases need to be familiar with their hazards, precautions to be taken, and what to do in the event of a spill, leak or fire.
8. All electrical wiring and fittings should conform to the current Standards Australia Code or local Supply Authority regulations. Any electrical installation or repair must be done by a suitably qualified licensed tradesperson. Any fuses replaced should be of the correct fuse rating.
9. Do not store large quantities of combustible materials (paper, cardboard, cloth, etc.) inside the hall or in the under floor areas. Tent poles, timber or cardboard stored under a building or stacked beside it are an open invitation to arsonists.
10. Clearly label all exit doors and keep free of obstruction at all times. Lock devices should be able to be operable with an elbow (to enable easy escape even if a person's hands are burnt). This means have door handles rather than knobs. Deadlocks must be unlocked while people are in the building.
11. Scout premises are smoke-free (see DRUGS AND ALCOHOL POLICY and smoking in halls is also prohibited to reduce the risk of fires from discarded smoking materials).

2. FIRE EVACUATION PLAN

2.1 An evacuation plan should be devised for each building. It should include:

1. The preferred method for reporting a fire (i.e. via the 000 emergency number).
2. The preferred method for alerting occupants of the building (e.g. depending on the building, by word of mouth or alarm signal).
3. The exit routes from the building.
4. The location of a safe point outside the building at which people should assemble after any evacuation.
5. A poster located prominently in the building, showing the information indicated in points 1 to 4 above.
6. Nominating who should be in overall charge in the event of a fire, and who is/are responsible for safely checking everyone is evacuated and accounted for.
7. Nominating who is authorised to use extinguishers or other first-attack fire fighting equipment if a fire occurs (see section 3.6 regarding instruction for such people).

2.2 Note: It is the responsibility of the leader of any activity to ensure that all exits are available (i.e. not locked so as to prevent escape, obstructed in any way, or otherwise unusable) whenever the building is occupied.

3. FIRE FIGHTING EQUIPMENT

3.1 It is RECOMMENDED that each building be provided with:

1. One (1) stored pressure water or similar extinguisher per 200 square metres of floor area (located near an exit).
2. One (1) extinguisher suitable for electrical or flammable liquid fires, such as carbon dioxide (CO₂) or extinguishing powder (located near but not over any flammable liquid storage and/or significant electrical equipment, or near the kitchen exit).
3. The position of all extinguishers and other emergency equipment should be clearly marked and they should be maintained to the appropriate Australian Standards (for most equipment this means an inspection or service every six months).

3.2 The following should be considered where location, usage, and special conditions might require additional protection:

1. Additional extinguishers as described above, selected and located in accordance with Australian Standard 2444.
2. Where internal hydrants are installed or the floor area is greater than 500 square metres, a hose-reel or hose-reels must be installed either externally, adjacent to the internal hydrant/s, or internally and within 4 metres of an exit. Hose-reels need to be positioned such that all areas can be reached with a nozzle from at least one reel.
3. An approved fire blanket on the wall near the exit in the kitchen area.
4. In close proximity to bushland, a sturdy garden hose with metal fittings on a reel should be provided. It should be long enough to reach around all parts of the building and any outbuildings.

3.3 Hose-reels generally provide a better standard of fire protection than water fire extinguishers and their installation is preferred wherever possible. When hose-reels are installed the requirement for water extinguishers is lessened.

3.4 BCF fire extinguishers (coloured all yellow) are now illegal due to the effect of BCF on the ozone layer. Any found should be handed in at the local fire station.

3.5 The fire brigade can provide advice on the selection of appropriate fire fighting equipment if requested.

3.6 The following instruction should be provided to leaders and others in charge of activities who might need to use fire fighting equipment:

1. How to warn anyone in danger and report the fire to the fire brigade.
2. How to alert people in the area in the event of a fire, evacuate them to safety and account for them.
3. How to size up whether a fire is safe to attack with an extinguisher, fire blanket or hose-reel.
4. How to select the correct type of extinguisher or other equipment to use on the fire. (Note: It can be dangerous to use the incorrect equipment on a fire. For example, using water on an electrical fire might result in receiving a fatal electric shock).
5. How to safely and effectively operate extinguishers and other first attack fire fighting equipment installed in the area.

4. THE BUILDING CODE OF AUSTRALIA

4.1 The Building Code of Australia (BCA) details the requirements for building construction and for facilities such as fire protection. Each state and territory has its own legislation that gives the BCA the force of law and most have made some minor variations to how it is applied in their jurisdiction. Most of the enforcement of the BCA is done via local government.

4.2 A building may be required to be upgraded to the current BCA requirements if:

1. Major works are planned for or conducted in the building.
2. The occupancy (the use that is made of the building) is changed.
3. The local Council considers there is a risk to the safety of people or from the spread of fire to adjacent premises.

4.3 A notice by Council to upgrade premises may be contested in the appropriate court.

4.4 In the BCA Scout halls are a “Class 9N – assembly building”. Existing halls might be deficient to the current edition of the BCA with regard to:

1. Fire Hydrants – BCA clause E1.3 requires them if the building is over 500 square metres in area.
2. Fire Hose Reels – BCA clause E1.4 requires them if internal fire hydrants are installed or if the building has any fire compartment (see definition of a “fire compartment” in section 4.6) greater than 500 square metres in area.
3. Automatic Sprinklers – BCA clause E1.5 requires them if the building is over 25 metres high or has a fire compartment with a floor area over 3500 square metres or a volume greater than 21000 cubic metres.
4. Smoke and Heat Vents – BCA table E2.2b requires an automatic smoke exhaust system, or automatic smoke/heat vents if the area of a fire compartment is more than 2000 square metres. If the fire compartment is between 2000 and 5000 square metres in area then an automatic smoke detection and alarm system or an automatic sprinkler system is an acceptable alternative. (Some jurisdictions may have stricter rules. For example in NSW, any air handling system, other than single room type units, must have an automatic emergency shutdown.)
5. Emergency Lighting – BCA clause E4.2 requires emergency lighting in specified locations in buildings with a floor area of more than 300 square metres. The exact specifications are complex, but essentially mean that, wherever you are in the building, you would have emergency lighting available to make a safe escape.
6. Emergency Exits – BCA clause D1.4 requires the travel distance to a single exit not to exceed 20 metres. If two or more exits are available, one must be within 20 metres, or the distance to a point from which you can choose which exit to use must not exceed 20 metres and the total distance to that exit in that case must not exceed 40 metres. This distance can be increased to 60 metres if the building has certain structural features. BCA clause D1.6 defines the minimum width of passageways and doorways. This varies according to the number of occupants involved; for up to 100 people the passageway must be at least 1 metre wide and the doors 750mm wide. BCA clause D2.20 requires any swinging door in the path of travel to open outwards if the building is over 200 square metres in area. For buildings smaller than 200 square metres in area, the door may open inwards provided it has a device for holding it in the open position.

4.5 The BCA also has a large number of regulations that apply to any stage or backstage area of a theatre or hall. These are impractical to summarise here, but advice should be sought if such areas exist in a Scout hall.

4.6 A “fire compartment” (referred to in section 2) is a part of a building enclosed by a barrier to fire spread such as fire resisting walls and floors. In most Scout halls, there will only be the one fire compartment; that is, the entire building.

4.7 Of the items mentioned, those most likely to affect Scout halls are hose-reels, emergency lighting, and outward swinging doors. These should be provided in larger buildings, and considered in smaller buildings as part of a good risk management, even if no obligation is imposed.

5. BUSH FIRE SAFETY

5.1 Bush fire safety requirements vary slightly from state to state. Unless otherwise indicated, the NSW requirements are referred to below.

5.2 At all times use fire with care, keep it away from the bush, tents and other combustible materials and ensure all camp fires are extinguished before leaving a camp site.

5.3 During a bush fire danger period (October 1 to March 31 in NSW unless varied by the local Council), you should:

1. Only light barbeques or camp fires in a properly constructed fireplace clear of combustible matter within two metres, or a site clear combustible materials within three metres.
2. Don't drop any match, lit cigarette, or other burning material on any land, bridge, wharf, pontoon or similar.

3. Don't light or carry a lighted match or cigarette within 15 metres of stacked or standing crops.
 4. Obtain a fire permit (usually from local Council) before any burning off, advise neighbours 24 hours before you burn off, make sure someone is there while the fire is alight, and strictly follow the conditions on the permit.
- 5.4** During a Total Fire Ban (usually declared for 24 hours and broadcast by the media):
1. No fire may be lit in the open, including incinerators and barbecues that use old fuel, such as wood or charcoal.
 2. Gas and electric barbecues may still be used (in NSW), but only on a residential property, within 20 metres of a dwelling or in an area with Council approval, under the direct control of an adult, with the area within three metres cleared of all combustible material, and with a continuous supply of water available.
 3. It is recommended that activities that involve entering areas prone to bush fires be avoided.

6. SLEEPING IN SCOUT HALLS

A recent review of the practice of sleeping in *Scout* halls by both *Scouts* and non-scouts has highlighted that Scouts NSW may be inadvertently breaching various legal and local government regulations. The following is to be the interim situation while a clear and concise "Code of Practice" is developed.

6.1 Preamble

The decision to have an interim arrangement for sleeping in *Scout* halls was based on the numerous changes to building codes, local government regulation changes and the current focus on risk management in the community. The report 'Fire Safety and Amenity Code for Scout Halls When Used for Sleeping Purposes' clearly points out areas of concern. After investigation by the State Office it was confirmed that the State's Personal Accident Policy **would not cover non-Scouts** in this environment (because they are not Members of the Association).

The State's Public Liability Policy **does cover** the Association and its properly authorised Leaders for any claims made as a result of an incident during a sleepover. What this insurance policy **does not cover** is a claim from one non-scout made on another non-scout.

6.2 Interim Arrangements for Sleeping in Scout Halls

In an effort to minimise the legal exposure to the Group and volunteers these instructions must be followed;

1. Before any sleepover activities are undertaken the Sleeping in Scout Hall Report, 'Fire Safety and Amenity Code for Scout Halls When Used for Sleeping Purposes' must be read and complied with by the Group Support Committee. Contact State Office for a copy.
2. The Group Support Committee must have recorded in their Minutes that the above mentioned report has been received and reviewed.
3. A "Risk Control Evaluation Form" must be completed then sent to and approved by the State Office. Only one form is required by each Group seeking to conduct sleepover activities, not one form per sleepover. Contact State Office for the evaluation form.

NOTE: in some Region's sleeping in Scout halls has been completely stopped regardless of completing with the above instructions. Contact the local Region Office for more information.

FIRST AID

1. The State Advisory Committee (First Aid) has been set up to develop First Aid training and ensure that trained personnel are available to provide First Aid on activities within the State. The Mission Statement of the SAC (First Aid) is:
 - a) To maintain a uniform high level of First Aid skills throughout the State.
 - b) To promote First Aid skills as a requirement of all responsible *Scouts*, and ensure that our members lead the community in qualifying as First Aiders.
 - c) To maintain an ongoing support of First Aid training and re-training so that Leaders are aware of the current methods in suburban and remote locations.
 - d) To promote accident prevention as a skill to be backed up by qualified First Aiders.
2. It is recommended that all Leaders should acquire the necessary First Aid skills. Leaders should attend courses run by Government accredited (Work cover) organisations or conducted by accredited Scout instructors. Registration of applicants and issuing of certificates must be from one of these organisations to qualify to wear the First Aid badge on Scout uniforms.
3. The round green “Scout First Aid Badge” incorporating a white cross shall be the only First Aid badge worn by *Scouts*.
4. Unless you have qualified or requalified in First Aid in the last three years, you should not be wearing any First Aid badge.
5. Leaders who are currently qualified First Aiders may advise and teach First Aid to *Scouts* only to the level of their own qualification, and only currently approved techniques. They may not qualify *Scouts* to an accredited level.
6. Leaders wishing to qualify as accredited instructors of First Aid must be registered with an accredited organisation if they wish to qualify members of Scouts Australia.
7. First Aid training is recognised as a formal part of adult training and the fees should be covered in the same way as normal training fees.
8. For information on First Aid courses available in your locality, contact your Region Office.

FLYING FOX POLICY

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)

FOR THE CURRENT **ADVENTUROUS ACTIVITIES POLICY**

AND THE SPECIFIC **FLYING FOX ACTIVITIES RULES**

OR USE THE FOLLOWING LINK:

[Adventurous Activities Policy and Activity Rules](#)

FORMS

1. STATE FORMS

- 1.1** All official State forms are available as photocopies through firstly your Region Office or if unobtainable, through State Office.
- 1.2** State Office also makes available to any interested Leader or Formation copies of all Scouts NSW Forms for use on an IBM compatible PC.
- 1.3** They have been developed in Microsoft Word v 6.0 and you will need to have this version or higher to be able to read them, although if you have Windows 95 you should be able to use the Word Viewer to utilise the forms even if you don't have Microsoft Word.
- 1.4** Form Fields have been used so that you can fill in the fields directly on the screen and then print out the completed form. However, you can also print out a blank form for hand completion if desired. If you are interested, the process is as follows:

1.4.1 By Post

- a) Write your name and Formation on one blank 3.5" (1.44Mb) floppy disk, CD or DVD
- b) Place it in an appropriate mailer with;
- c) A label detailing return address and sufficient stamps to cover the return postage
- d) Send the mailer to the State Office

1.4.2 By E-mail

Send your request to info@nsw.scouts.com.au and the forms will be returned to you via e-mail.

1.4.3 From the Internet

All forms can be downloaded from the Internet at <http://www.nsw.scouts.com.au/leaders/scouts-nsw-forms>

2. LIST OF SCOUTS NSW FORMS

2.1 Activities

FORM A1	Activity Notification Form
FORM A2	Application for Water Activities Qualification
FORM A3	Boat Certificate
FORM A4	Notification of Activity/Skill Qualifications
FORM A5	Application for International Explorer's Award

2.2 Awards

FORM F2	Recommendation for an Award for Good Service to a Supporter
FORM F3	Nomination for the Queen's Scout Award
FORM F4	Application for the Baden-Powell Award

2.3 Adult Training

FORM L1	Training Course Application
FORM L2	Training Course Nominal Roll
FORM L3	Training Course Cancellation/Proposal
FORM L4	Completion of Distance Learning
FORM L5	Application for Adult Training Appointment
FORM L6	Request for RPL

FORM L7	RPL Assessment Report
FORM L8	Intro Interview Completion Report
FORM L10	In-service Training Completion Report
FORM L12	BL1 Assessment Completion
FORM L13	BL2 Assessment Completion
FORM L14	BL3 Assessment Completion
FORM L15	Cert III Final Completion
FORM L16	AL1 Assessment Completion
FORM L17	AL II Assessment Completion
FORM L18	AL III Assessment Completion
FORM L19	Cert IV Final Completion
FORM L20	Training Session Completion Report
2.4	Miscellaneous
FORM M1	Charitable Fundraising Act Complaint Register
FORM M2	Check Consent Authority
FORM M5	Prohibited Employment Declaration
FORM M6	Incident/Accident Report Form
2.5	Property
FORM P1	Application for Permission to Borrow
FORM P2	Hire of Scout Premises: One-Off Use
FORM P3	Hire of Scout Premises: Regular Use
FORM P4	Sponsored Groups Property Agreement
FORM P5	Hire of Campsite: One-Off-Use
FORM P6	Application for Reduction in Building Insurance Value
FORM P7	Property Usage Notification
2.6	Registrations
FORM R1	Application for Registration of a Group/Section
FORM R2	Application for Registration of a Rover Crew
FORM R4	Scarf Registration
FORM R5	Application for Registration as a Deep-Sea Scout
FORM R6	Application for De-Registration of a Formation
FORM R7	Application for Registration of a Scout Fellowship
2.7	Travel
FORM T1	Application for Approval to Camp or Travel Interstate
FORM T2	Application for International Letter of Introduction
FORM T3	Application for Approval to Travel Overseas
2.8	Venturers
FORM V1	Venturer Award Scheme Proposal Form
2.9	Appointments
FORM W1	Application for Adult Membership and Appointment

FORM W3	Application for Transfer of Adult Appointment
FORM W4	Notification of Leader Resignation
FORM W5	Letter of Authority
FORM W6	Notification of Issue of Letter of Authority
FORM W7	Change of Personal Particulars
FORM W8	Leave of Absence Application
FORM W9	Notification of Leader-in-Charge
FORM W10	Appointment Review Notification
FORM W11	Application for Extension of Crew Leader Appointment
FORM W12	Application for Membership of Scout Fellowship

2.10 Youth

FORM Y1	Application for Youth Membership
FORM Y2	Youth Member Transfer Certificate
FORM Y4	Application for a Pen-Friend
FORM Y7	Youth Member Resignation Schedule
FORM Y8	Youth Member Reinstatement Request
FORM Y9	Application for Appointment as a Youth Helper

3. LIST OF NATIONAL FORMS

- Recommendation for an Award for Gallantry and/or Meritorious Conduct
- Application to Join the Australian Contingent

4. LIST OF MISCELLANEOUS FORMS

- Nomination for an Award in the Order of Australia

FOSTERING OF SCOUT GROUPS

1. PREAMBLE

- 1.1** The ideal must always be for the majority of Scout Groups to be what we know as “Open” Groups, formed by parents and citizens interested in the welfare of children living within a defined neighbourhood, who represent a good cross section of the community in background interest and religious allegiances. The great strength of Scouting is that it provides a common meeting ground for those from all walks of life, from all creeds and from all races of mankind. Sponsored Groups, confined to a membership restricted to certain interests enable Scouting to be offered to those who already have some affinity to a body such as a Church, School, or Institution.
- 1.2** Without reducing the importance of these two types of accepted Groups, it is thought that there might be untapped sources of goodwill and potential support from bodies and groups of citizens who are anxious to help youth without necessarily becoming part of a closely knit association (such as the Association) or forming themselves into a definite and permanent organisation for this purpose. There are a number of cases where this kind of support has been most generously and effectively given by such bodies as Rotary, Apex, Jaycees, Clubs and firms. Our challenge is to develop a pattern of how best to use support that is likely to be available if we can demonstrate a clear plan of action.
- 1.3** The possible initiation of a new Scout Group has been included to emphasise that the expansion and provision of Scouting wherever it is needed is the responsibility of all Adult Members and Committees at all levels. Naturally, the establishment of new Groups must be controlled to fit into Region and State plans, but the vision of fully providing the community with this voluntary youth training game must be embraced by Scouts Australia as a whole, especially the great force of its activity - the local Scout Group.
- 1.4** In encouraging the fostering of Scout Groups any such fostering organisation must recognise and be prepared to operate in accordance with the Association principles, guidelines, and processes.

2. RELATIONSHIPS BETWEEN “SPONSORING” AND “FOSTERING”

- 2.1** In “Sponsored” Scout Groups, such organisations as Churches, Schools, Institutions or other approved bodies undertake, as Sponsoring Bodies, a definite and recognised responsibility to support and maintain the continuity of the Group and other associated commitments as defined by The Association.
- 2.2** In “Fostered” Scout Groups, it is envisaged that “Bodies” as defined later in this documentation are encouraged to assist in the establishment, promotion and/or rejuvenation of Scout Groups, through various mediums, on a community service basis and without the legally binding responsibilities, duties and administrative procedures required of Sponsoring Bodies.
- 2.3** “Fostering” could be regarded as a form of benevolent Sponsorship.

3. FORMS OF “FOSTERING” AND IMPLEMENTATION BY VARIOUS BODIES

Various Bodies, by virtue of their objectives, policy, constitutions, and organisations are particularly suitable to assist Scouting by certain forms of Fostering. Their existing organisation provides a ready-made, centralised, organised body of people to start things off. The purpose of this document is to consider the different types of potential Fostering Bodies and possible methods of guiding the help they are prepared to give.

There appear to be three basic forms of Fostering that should be encouraged:

3.1 Short Term Fostering of a New Scout Group

- 3.1.1** The development of a NEW Scout Group through assistance given in its formation up to a stage where the Group becomes a self-supporting unit complete with Group Support Committee, Leaders and youth members meeting regularly.
- 3.1.2** This should average from 6-9 months.
- 3.1.3** Implementation
- a) By an established Scout Group - whereby an existing Group (possibly with a large waiting list) initiates or stimulates the formation of an entirely new Group in the near vicinity - complete with its own Group Support Committee and Leaders. This will be carried out as part of a development plan controlled by the Region through an appropriate District Commissioner or equivalent.
 - b) Assistance should not be prolonged to a point where it interferes with the effective operation of the existing Group or stifles the initiative of the new Group.

- c) By Service, Community and other organisations undertaking on a Project basis, practical personal service through the implementation of recognised development techniques and methods. It may include financial support and the short-term use of meeting place facilities and the gift or use of property or equipment. An independent Group Support Committee raised from parents and local supporters should be put into operation as soon as possible. Members of the Fostering Body should be encouraged to become active members of the Group Support Committee in their own right and not as “delegates” from the Fostering Body.
- d) Assistance should not be prolonged to a point where it stifles the initiative of the new Group.

3.2 Short Term Consolidation and Expansion of an Existing Scout Group

Consolidation and expansion of an existing Scout Group through assistance given to build it up to a stage similar to 3.2 and over the same period.

3.2.1 Implementation

By Service, Community and other organisations as per para 3.1.3 c).

3.3 Long Term Fostering

The promotion and encouragement of Scouting activities in the community through stable and consistent aid to a Scout Group.

3.3.1 Implementation

- a) By community and other organisations undertaking the promotion of Scouting in the community through an affiliation with an existing or newly formed Scout Group and support in matters of finance, property (meeting place, equipment, land, etc.), encouragement and stimulation of general Scouting activities.
 - A normal Group Support Committee is visualised, with representation from the affiliated Fostering Body. This form of aid would not entitle the Fostering Body to "over-riding control" of the Group, although as a Fostering Body it would seem reasonable to assume its opinions would be given every consideration. It is essential that control of the Group remain with the normal recognised Scouting authorities.
 - In this form of Fostering, care should be taken to ensure the Fostering Body does not replace the Group Support Committee - or in any way cause the Group Support Committee to relinquish its efforts and responsibilities in building up and maintaining the Group at a satisfactory standard. The Group Support Committee in turn should regard the Fostering Body in its proper role and not as an easy and continual source of revenue and support.
- b) By a Business Firm or Industrial Organisation undertaking the complete support in all recognised senses of what could be regarded as "its own" Scout Group providing Committee personnel and perhaps Leaders, from its department which handles Staff Welfare. Parents of the children within the Group should be encouraged to join the Group Support Committee.

FUNDRAISING AND SPONSORSHIP POLICY

1. PREAMBLE

- 1.1 Major fundraising activities and activities aimed at securing sponsorship are implemented at all levels within Scouts Australia from National to Group. Whilst Groups and Regions are encouraged to obtain sponsorships or donations or fundraise at "local" level, approaches to medium to large companies at "State Office" level should only be done after consultation with the General Manager or Chief Commissioner. This is necessary to ensure approaches are not made by more than one section of Scouts NSW at any one time. The General Manager or Chief Commissioner will be aware of any National and State activities. The need for consultation is particularly important during the "build up" to Jamborees to be held in NSW, as fundraising by the Jamboree organisers is at a significant level at these times.
- 1.2 Youth members should earn funds, not solicit them. Funds gained in Scout Job Weeks, car washes, sale of lamingtons, chocolates, etc. and walkathons are seen as earned. Funds raised by raffles, guessing competitions, etc. are seen as donations and are the responsibility of Group and other support committees, which should not involve youth members in those activities.
- 1.3 Scouts NSW has for many years been a charity registered under the Charitable Collections Act, 1934. Since the Charitable Fundraising Act, 1991 came into force (1st September 1993) the Association has been the holder of an authority to fundraise under the 1991 Act.
- 1.4 Section 5 of the Charitable Fundraising Act, 1991 includes soliciting or receiving money or other benefit as a "fundraising appeal" if the purpose of the soliciting or receiving is a charitable purpose, irrespective of whether the money is received as a donation or for the supply of food, entertainment or other goods or services.

2. GUIDELINES TO REGULATIONS ON FUNDRAISING

2.1 Preamble

These Charitable Fundraising Act Guidelines are for the guidance of all Formations in fulfilling their obligations under the Charitable Fundraising Act, 1991 and the Charitable Fundraising Act Regulations, 1993.

The Charitable Fundraising Act is about accountability. It is about accounting for the funds we raise from our members and the public and how we spend them. It is really what we are doing already, BUT DOING IT BETTER.

2.2 Authority

1. The New South Wales Branch of The Scout Association of Australia has been issued with an "Authority to Fundraise" under the Act. This means that this State is considered by the New South Wales Government to be the "Peak Body" and it is therefore responsible for the compliance with the provisions of the Act by all the Formations, committees, and activities etc. under its control.
2. Before conducting any fundraising activity, each Formation, committee, activity or any other entity within Scouts NSW is required to obtain a Charitable Fundraising Act "**Certificate of Authority to Fundraise**".
3. A Group or Rover Crew shall obtain a Certificate of Authority to Fundraise for each fundraising activity from its supervising Commissioner.
4. Any Formation (other than a Group or Rover Crew), committee or activity shall obtain a Certificate of Authority to Fundraise for each fundraising activity from State Office.
5. The Certificate of Authority to Fundraise will be issued for the period of the activity only, with a maximum period of one year for any ongoing activity such as Cash a Can etc. held on a regular weekly, bi-weekly or monthly basis.
6. *Any Formation that continually fails to comply with the requirements of the Act will be de-registered so as not to put in jeopardy the fundraising authority of the State.*

2.3 Definition of Fundraising

Under the Act, "fundraising" has a very wide interpretation.

"Fundraising" is defined as 'soliciting or receiving of any money, property or other benefit from the public, if the appeal is made for a charitable purpose or for the support of an Organisation having a charitable object'.

Note that the definition covers not only donations solicited but also those received, even though there has been no request made for a donation.

The definition is wide-ranging and in some instances perplexing. Therefore, to avoid confusion, State Office has decided that all income received by any Formation of The Association will be treated as Fundraising and accounted for accordingly. Only Membership Fees will be recorded separately (refer to the Formation Cash Book).

The following are examples of Fundraising:

- Scout Job Weeks.
- Donations, solicited or unsolicited.
- Raffles, lotteries and “games of chance” (these are also subject to the Lotteries & Art Union Act - see para 2.13).
- Competitions.
- Sponsorship (walkathon, telethon, pole sitting or similar event).
- Cash a Can.
- Supply of: Food (catering, lamington drive, cake stall etc.),
 - Entertainment (concert or Gang Show),
 - Other goods or Services
- Or in connection with any other commercial undertaking.

2.4 Requirements of the Act

The Act places certain requirements on an Authority Holder. Consequently, all Formations of the Association are in turn subject to those requirements as well. These requirements are detailed in these Guidelines and in the Formation Cash Book.

2.5 Financial Accountability

2.5.1 Formation Cash Book

- (a) The Act requires that Organisations prepare annual accounts and present them in an acceptable manner.
- (b) The Association has prepared a Formation Cash Book that conforms to the requirements of the Act. This Cash Book is issued free to all Formations annually. All Group Support Committees, Rover Crews, Scout Fellowships, and other Formations of the Association will use this Cash Book to maintain their financial records. The Cash Book provides for both monthly reporting and annual reporting which, when completed correctly, comply with the relevant requirements of the Act.
- (c) The Formation Cash Book contains detailed instructions and guidelines for Treasurers and Auditors involved in keeping the Formation’s accounts.

2.5.2 Computerised Accounts

- (a) A computer program using Excel will shortly be available to produce the full set of accounts as detailed in the Cash Book.
- (b) Spread sheets may be set up by Treasurers to produce Monthly Statements of Payments and Receipts, Monthly Summary of Income and Expenditure and Fundraising Income and Expenditure, together with Bank Reconciliation. The Treasurer and Chairman must present up-to-date printouts of these accounts, together with the current Bank Statement, at each meeting for signature.
- (c) Such spread sheet accounting is acceptable provided that it will produce the Annual Report pages AR1 – AR4 exactly – the format shown in the Formation Cash Book.

2.5.3 Auditing Accounts

- (a) The Act requires that a registered company Auditor or qualified Accountant audit all accounts where available. Should such a person not be available, then the audit may be carried out by a person with suitable accounting experience, who has no direct personal

association with any member of the Group Support Committee, and has been approved by the supervising Commissioner.

- (b) Names of Auditors must be submitted to the supervising Commissioner allowing plenty of time for approval to be given.
- (c) The role of the Auditor is to examine the records of the Formation in order to form an opinion as to:
 - whether the accounts show a true and fair view of the finances of a Formation and, in particular, the financial results of fundraising activities for which they relate.
 - whether the accounts and financial records have been properly kept in accordance with the legislation.
 - whether all moneys received including the result of fundraising activities conducted during that year have been properly accounted for.
 - whether the accounts relate to ALL monies held by the Formation.
 - whether the funds are held in trust or belong directly to the Formation.
- (d) The audited accounts, signed by the Auditor, the Chairman of the Group Support Committee and the Treasurer, are to be formally adopted at the Annual Report Presentation and a motion of adoption recorded in the Minutes.

2.5.4 Recording of Funds Received

- (a) All funds received must be accounted for and recorded in the appropriate section of the Cash Book.
- (b) When handling cash, two people should count the money together.
- (c) Receipts should be issued when money changes hands. All money paid to the Treasurer should be receipted. Numbered Scout Association of Australia Receipt Books should be used. The register of Receipt Books in the Formation Cash Book must be maintained.
- (d) All proceeds from fundraising activities must be paid into the Formation bank account in total. No deductions should be made for cash reimbursements. Such reimbursements must be made from Petty Cash. Petty Cash expenditure and payments must be recorded in a suitable book which forms part of the annual accounts and must be audited.
- (e) Only one bank account will be maintained by a Formation. Where a Venturer Scout Unit or Rover Crew is part of a Group, the Unit or Crew may conduct its own bank account and maintain suitable financial records. These records and Bank Statements must be audited by the Formation's Auditor and consolidated with the Formation's annual accounts.

2.5.5 Expenditure of Funds

- (a) Funds may only be expended when approved by a properly constituted Committee and recorded in the Minutes.
- (b) The Act states that funds raised for a specific purpose may only be expended for the particular specified purpose. It is therefore suggested that when raising funds, the stated purpose should be a general description (e.g. for Scouting Activities, or Scout Hall Extension, or Ongoing Activities).

2.6 **Responsibility of Groups, Rover Crews and other Formations**

It is a requirement that a Formation shall hold an Annual Report Presentation (ARP) at which an audited set of accounts will be presented. To ensure a uniform and orderly system of reporting the Association has decided that Formations shall hold their ARPs as follows:

1. To ensure a uniform and orderly system of reporting, Groups, Rover Crews and all Formations attached to Regions shall:
 - (a) Have a **Financial Year** commencing on the 1st of January each year.
 - (b) Hold an **ARP** before 30th April each year.

2. The Formation Cash Book has been designed to record and present the financial statements to comply with the requirements of the Act. The following forms within the Cash Book are to be completed in triplicate:
 - (a) Fundraising Income and Expenditure.
 - (b) Annual Financial Report.
 - (c) Notes forming part of the Annual Financial Report.
3. One copy of each form to be retained by the Formation in the Cash Book with one copy going to the Region.
4. The supervising Commissioner present at the Formation's ARP will collect the Region's copies of these forms and forward them immediately to the Region Office, together with the record of office Bearers, Record of Assets, Census and any other forms that may be required by the Association and the Charitable Fundraising Act.
5. The Region shall retain these records for a period of seven years.
6. The Act requires that the Department be notified in the following circumstances:
 - (a) When a new Formation is registered with the Association (this will be done by State Office).
 - (b) When a Formation is de-registered by the Association (this will be done by State Office).
 - (c) The change of the postal address of a Formation (State Office will arrange this upon receipt of notification from the Formation).
 - (d) The elected office holders of the Formation together with their addresses and phone numbers. This information must be filled in on the form supplied by the Association on completion of the ARP.
7. A Census will be taken by all Formations during March each year and submitted to the ARP.

2.7 Guidelines for all Formations to Follow When Fundraising

2.7.1 Prepare a Plan

- (a) Nominate the specific purpose for the fundraising activity. Members are more willing to participate if the activity is to raise funds for a particular purpose.
- (b) Plan the activity in detail.
- (c) A fundraising activity is more successful if it is well planned in advance.

NOTE:

- The purpose designated for a fundraising activity should be, if possible, for a general or achievable project.
- Special conditions apply when youth members are engaged in a fundraising activity (see para 2.10).

2.7.2 Prepare a Budget

- (a) Each Formation should prepare an annual budget to determine their expected financial requirements and plan the means by which they are going to finance those expenditures.
- (b) A specific budget should be prepared for each fundraising activity.
- (c) The Act requires that each fundraising activity should show a profit.
 - In the case of an Art Union such profit must exceed 40%.
 - In the case of a Financial Appeal such profit must exceed 60%.
 - In the case of sale of goods such as through lamington drives or chocolate sales, the activity must show a reasonable profit margin similar to a normal commercial transaction.
- (d) If a profit earned on a fundraising activity falls short of the requirements stated above, then a statement should be prepared, detailing the reasons for the shortfall. This statement should be attached to the accounts and be available should a Department Inspector from the Government office of Charities wish to examine the Accounts.
- (e) It is recognised that certain activities, such as Gang Show etc., may not be able to show the required profit margin. These activities may be classed as "Training Activities".

2.7.3 Obtain a Certificate of Authority to Fundraise

- (a) The Certificate of Authority to Fundraise should be obtained from the supervising Commissioner well in advance of the proposed activity so that in the case of any possible doubt about conducting the activity, enquiries can be made of the Department so any appropriate extra authorisation may be granted in time for the fundraising activity to proceed.
- (b) Two copies of the Certificate of Authority to Fundraise will be issued. One copy is to be returned to the supervising Commissioner as soon as possible after the completion of the fundraising activity, with a statement of income and expenditure for the activity.

2.7.4 Identification of the Formation.

- (a) Uniformed Members should wear hat and scarf as a minimum.
- (b) Non uniform personnel should wear suitable Scouting identification.
- (c) In the case of Stalls, Cash a Can etc., a Group Name Banner will suffice as identification.

2.7.5 Recording of Income Received

- (a) Numbered receipts, tickets or dockets should be issued for each transaction, or if this is not possible a tally sheet signed by the payee should be kept. The proceeds should be counted with at least two persons present. The Treasurer should issue a receipt to the person responsible for conducting the activity when the funds from the activity are received.
- (b) In the case of Cash a Can or similar activity, a Tally Sheet should be kept listing the amount paid out for each transaction, and signed by each person receiving a payment.
- (c) The total proceeds from a fundraising activity must be banked into the Formation's account without delay. Such funds will be separately identified for that particular fundraising activity.
- (d) Reimbursement for out of pocket expenses must be made by cheque or from a properly recorded Petty Cash float.

2.7.6 Statement of Income and Expenditure

- (a) A statement of income and expenditure for each fundraising activity shall be prepared on completion of the activity and submitted to the next regular Committee meeting of the Formation.
- (b) The duplicate copy of the Certificate of Authority to Fundraise will be filled in stating the total income received and the total expenses incurred for the fundraising activity. The certificate will be forwarded to the supervising Commissioner as soon as possible after the completion of the activity.

2.8 **Record of Assets of a Formation**

A record of ALL the assets of a Formation should be prepared and updated for each ARP. Equipment purchased or received as a donation during the year should be included on the list. All items on the Record of Assets should be inspected regularly and re-valued to ensure adequate insurance cover.

Alteration and additions to buildings carried out during the year should be included on the Record of Assets and up-to-date valuations obtained.

2.9 **Insurance**

1. The State Office will effect all Insurances required under this Act.
2. Insurance of the buildings and the contents of a Formation will be covered by the Association's policy. The Formation is required to submit annually, to State Office, on the form provided, a record of these assets together with **accurate and up-to-date** valuations of the contents for Insurance purposes. The Formation will be invoiced for this and other Insurances based on these valuations and of the Association's professional valuers for buildings. Formations are responsible for insuring their own vehicles and vessels.
3. Persons working on Scouting property, and being paid for that work, must be covered by Workers Compensation. State Office must be advised in these circumstances if the Association is to cover such persons, otherwise the worker **will not be covered**. Alternatively, Formations may arrange their own Policies, bearing in

mind that it is virtually impossible to engage “contractors” to do manual work without incurring responsibility for such persons under the Workers Compensation Act.

2.10 Participation of Youth Members in Fundraising Activities

1. The Act states, and it is the State Policy that generally, youth members under the age of eight years will not participate in a fundraising activities except in special circumstances e.g. fun runs or other special events.
2. It is the Association’s Policy that the raising of funds is not the responsibility of youth members except in activities specifically approved by the Board of Directors, e.g. Scout Job Weeks.
3. Youth members between the ages of 8 and 15 years participating in an approved fundraising activity:
 - (a) Must wear suitable identification whilst fundraising. Hat and Scarf is considered suitable for assisting with general fundraising activities. For Scout Job Weeks, participants should also carry the official Job Week card which must be signed by the Leader and show the participant’s name.
 - (b) Must have parental or guardian consents to participate in the fundraising activity. If a general Parental Permission form has not been signed when the child joined Scouts NSW then this form should be signed before the child is permitted to join the fundraising activity.
 - (c) Must work in pairs, particularly when entering private premises and must operate in their local neighbourhood.
4. An Adult Leader or the child’s Parent or Guardian should know the locality in which the child plans to operate.
5. For youth members participating in a fundraising activity over an extended period and in a group, as well as the above requirements, arrangements must be made for refreshments, toilet facilities and rest breaks at suitable intervals.

2.11 Participation by Adults in Fundraising Activities

1. Adults participating in face to face fundraising, door to door, on the street or in a Shopping Centre, must wear suitable Scouting Identification.
2. Adults working on a stall or similar venue need not necessarily wear identification provided the stall displays a suitable identification Banner.

2.12 Complaints Handling

1. The Charitable Fundraising Act requires that Scouts NSW as an Authority Holder, set up a mechanism that will properly and effectively deal with complaints made against the Authority Holder or Formations under its control.
2. Complaints may be made to the NSW Department of Gaming and Racing or direct to the Authority Holder.
3. If complaints are made to the Department, the Department will immediately contact the Association at State Office and request that the complaint be investigated and reported on.
4. The Region Office will handle complaints directed at Formations other than those attached to State.
5. The complaint will be given an identifying number preceded by the Region identification.
6. A “Complaints Register” will be kept at each Region Office. The Register will include the date the complaint was made; the name, address and telephone number of the complainant; the nature of the complaint; the name of the Formation, person or persons which are the subject of the complaint; the action taken to investigate the complaint; details of the findings; and the date and manner by which the complainant was informed of the outcome.
7. The Region Commissioner, or nominee investigating the complaint, will be required to complete an “Action Sheet”. The Action Sheet will include the same information as the Complaint Register together with details of investigations made and any interviews with the person or persons who were the subject of the complaint.
8. When a complaint is received by a Leader related to a perceived breach of the Act, the Leader will immediately advise the relevant Region Office which will record the information in the Complaint Register, allocate a complaint number and raise an Action Sheet. The Region Commissioner or their Nominee will investigate the complaint.
9. A copy of the Complaint Register sheet will be forwarded to State Office.

10. When the investigation is complete, the Action Sheet is to be returned to the Region Office, who will advise State Office of the result of the investigation.
11. The Complaints Register is to be reviewed monthly by the Region Commissioner and outstanding complaints followed up.
12. All records pertaining to the complaint will be kept at the Region Office for seven years.
13. The Region Commissioner shall, after due consultation and consideration, decide any action which needs to be instituted where an individual has been an offender, particularly if on more than one occasion.
14. Where the Organisation is at fault, appropriate steps should be instituted to prevent a further occurrence.

2.13 Lotteries and Art Unions Act

1. Minor Lotteries, such as Raffles, may be conducted without the need for a permit under the Lotteries and Art Unions Act, however special conditions apply.
2. An application for a permit to conduct games of chance, such as housie (bingo), lucky envelopes, chocolate wheels etc. must be lodged with the Department.
3. Further information is available from the New South Wales Department of Gaming and Racing as follows:
 - Fundraising Raffle Fact Sheet
 - Fundraising Games of Chance Fact Sheet
 - Art Union Fact Sheet

2.14 Importance of Compliance

Persistent or continuous failure to comply with the requirements of the Charitable Fundraising Act by a Formation or an individual, could result in the AUTHORITY TO FUNDRAISE issued to Scouts NSW, being withdrawn. This would mean that ALL fundraising activities being conducted by ALL Formations would have to cease immediately.

3. GENERAL

- 3.1** If a fundraising activity is promoted to be for a specific purpose and that purpose fails, then funds cannot be used for any other purpose without applying to the court.
- 3.2** Provided the total value of the prizes offered in any one lottery (raffle) does not exceed \$20,000, a permit from the office of Charities - Department of Gaming and Racing (NSW) is not required, but the prior sanction of the Association must be obtained. The Lotteries and Art Unions Act (NSW) and Regulations there under should be carefully studied by all persons who will be participating in the organisation of such lotteries (raffles) in order to avoid the penalties provided under the Act. In this regard, attention is particularly drawn to:
 1. All prizes must be distributed by the drawing of lots.
 2. Prizes may comprise only "goods, wares or merchandise" as defined in the Act and may not consist of or include cash, open orders or the like, tobacco in any form or any item which is primarily in the nature of a "service", but alcoholic drinks may now be included up to 20 litres.
 3. A net profit of not less than 40% of the gross proceeds in any one lottery must be returned to the Association.
 4. For more details, reference should be made to the "Raffle Fact Sheet" published by the Department of Gaming and Racing (NSW) and held also at the Region Office.
 5. Groups should not overlook the expertise of Regions in the area of fundraising. For instance they may be able to show you how to avoid being left with a large quantity of confectionery or biscuits which are hard to sell. As well as the Charitable Fundraising Act requirement that Formations should report to their next higher level of management on the proceeds of a fundraising appeal, there are Scouting rules covering such reporting, which should be observed (see GROUP SUPPORT COMMITTEE RULES).

4. FUNDRAISING FOR OTHER ORGANISATIONS

- 4.1** Scouts NSW is frequently approached by charitable and statutory bodies to make a house-to-house distribution of pamphlets to promote Appeals or to assist them in door to door collections.
- 4.2** Distribution of pamphlets is a worthwhile activity for Scouts and inculcates a spirit of public service if it is properly presented and explained to our youth members and well organised by our Adult Members. It also offers an opportunity for furthering good public relations with the community. However collection of donations is restricted to adults by law (see GUIDELINES TO REGULATIONS ON FUNDRAISING see point 2).
- 4.3** The problem is that these requests become too frequent. Sometimes the approach is made to State Office and

sometimes direct to local Groups or Regions.

4.4 If our youth members are asked to perform this service too often, they come to regard themselves as little more than "workhorses" and it prevents Scouts from engaging in Scouting activities.

4.5 Embarrassment is caused when State-wide appeals are promoted at local level, sometimes through local Councils, and results in a variety of reactions from Groups or Regions.

4.6 State-wide Appeals:

The support of a State-wide appeal must be decided at State level. The organisation concerned then knows whether or not it has the backing of the whole State and can act accordingly. If Regions are approached locally for a State-wide appeal, they should not agree to cooperate without the authority of State Office. The State Office will approve of these appeals only in consultation with Region Commissioners. This should ensure that this form of public service is done properly or not at all. State Office will normally limit such appeals to one in each calendar year.

Local Appeals:

When Region Commissioners are approached to support appeals which affect only their own Region they should make their decisions in the light of local relationships and the virtue of the cause. In reaching a conclusion they should bear in mind that they will be expected to cooperate in State-wide activities from time to time. In all cases they will seek the advice of State Office.

When a local appeal involves more than one Group, they must act only in accordance with the decision of their Region Commissioner. Region appeals will normally be limited to one in each calendar year but this would be additional to the one approved State-wide appeal.

4.7 Non-Charitable Local Requests:

These can come from local bodies and can be considered as a form of community service without remuneration or as a means of raising funds for Groups if the approach is from a commercial organisation. The procedure for coordination applicable to "Local Appeals" as above would apply in these cases.

4.8 Requests for Assistance:

Bodies seeking the Association's help in this fashion should approach the State of National Office by 1st August of the year prior to the event, as the Association prepares its programs at about that time.

5. STATE-WIDE AND NATIONAL SPONSORSHIP GUIDELINES

5.1 Definition

1. Sponsorship is a form of marketplace support that enhances programs and activities consistent with the objects of the Association.
2. Sponsorship may be direct, or indirect, financial or in kind.
3. Sponsorship may be by way of affiliation, endorsement, royalty, joint venture licence, underwriting, discounting of commercial rates, term agreements or other such mechanisms as may be mutually agreed.

5.2 Essentials

1. A sponsor must have an ethical market profile with the Australian public, which is consistent with the objects and values of the Association.
2. A sponsorship must generate positive outcomes and enhance the community perception of the Scouting Movement.

5.3 Sponsor/Association Outcomes

1. The Association needs to clearly identify each Sponsor's objective in the allocation of funds.
2. Where a sponsor seeks to achieve specific outcomes, the parties will:
 - Identify the methods of measuring success against the objective(s).
 - Incorporate adequate evaluation and performance audit criteria.

5.4 Protection

The Association will protect icons, names, and various properties through registered devices and trademarks. The use of Scouting icons and properties will in each case be determined in negotiation between the parties

and defined in appropriate contractual agreements. Sponsors who wish to use such icons and properties will directly or indirectly reimburse the Association for such use.

5.5 Agreements

1. Each sponsorship agreement will be evidenced in writing.
2. Each agreement will be for a specified period. Agreements may be subject to extension or renewal, alternatively to termination in the event of contravention of the obligations of the parties.
 - The specific obligations of the parties will be identified.
 - Costs applicable to the Association (if any) will be documented.
 - Ownership of copyright and trademark rights shall vest in the Association.
 - Payments, or in kind benefits to the Association will be documented.
 - Warranty of ownership and rights by the parties shall be documented.
 - Permission to assign interest, if agreed, shall be documented.
 - Clauses shall be included which cover waiver, arbitration, serving of notices, and confidentiality.

5.6 Unacceptable Sponsorships

1. Scouting is a values-based organisation and therefore there are certain companies and products that are not acceptable.
2. The Values Statements in P&R should be consulted in evaluating proposals.

5.7 Sponsorship Upgrades

1. There are current sponsorships by National organisations at Region and State levels.
2. Where a nationally-based Sponsor organisation wishes to upgrade the level of sponsorship to a State wide or National level, which involves a significant change in style and activity, State Office and where appropriate National Office will endeavour to enhance the existing benefits and as a minimum position, protect the existing contract.

GANG SHOWS

1. PREAMBLE

1.1 Thousands of Scouts (and Guides) worldwide benefit from the training provided by Scout Gang Shows – thousands of others enjoy the performances. Based on the concept of the late Ralph Reader, which began in England in 1932, Gang Shows are a small part of the overall youth program but offer unique training opportunities and experiences in an exciting environment. The shows develop confidence, teamwork, self-discipline, personal organisation, and lots more. They offer an outlet for the creativity of youth members and provide a tremendous public showcase for Scouting.

1.2 For inquiries about joining one of the NSW Gang Shows, or to book tickets, hire costumes or scenery, contact the people listed below. Some shows also tour country Regions where they assist local Scouting and Guiding members present their own show. Not everyone has the time or the inclination to make the commitment to being part of one of the shows, but everyone is welcome to be part of the audience. For Section Leaders it's one of the easiest night's programming of the year to attend a Gang Show performance.

2. GANG SHOWS IN NSW

2.1 'The Gang Show' is a fundamental part of Scouting and aids in the development of young people. As well as cast members Gang Show provides opportunities for Venturer Scouts and Rovers to be part of a team working in back stage, lighting, audio, scenery painting and many other departments. Across NSW a number of local and Region Gang Shows style events take place. Most Gang shows (of size) have a Scout Fellowship support them.

2.2 Albury

Albury Gang Show is held annually in June. For information contact Riverina Region Office.

2.3 Central Coast

Central Coast Gang Show produces an annual show in early July. For information contact Hunter and Coastal Region Office.

2.4 Cumberland

Greater Western Sydney Region's "Cumberland Gang Show" is held annually in July. For information contact the Region Office.

2.5 Hornsby

Hornsby Gang Show is held annually in July, contact Sydney North Region Office for information.

2.6 Kirrawee

Kirrawee Gang Show was established in 1959 and is the oldest Gang Show in NSW. For further details contact South Metropolitan Region Office.

2.7 Korimul

Korimul Gang Show is held bi-annually in the South Coast and Tablelands Region.

GOVERNMENT CONTRACT PURCHASING

The Scouts NSW has the right to purchase goods at a favourable price from stock available from either Q Stores or suppliers with contracts with NSW Supply, both units of the Dept. of Public Works and Services.

The State office has been provided with Customer Account Number 001035, which allows all Formations to order and receive goods in the name of The Scout Association of Australia, NSW Branch.

Goods must be used for official Scouting purposes only and not for personal use and incur GST.

A Formation must purchase direct from Q Stores/Government supplier, quote the above Account Number, specify the **delivery and invoice** address, and pay the supplier.

Q Stores requires an order of a minimum of \$100.

Contact Q Stores on (02) 8304 7777 or NSW Supply Service on (02) 9372 7500.

GROUP SUPPORT COMMITTEE RULES

1. PREAMBLE

The Board of Directors is empowered to approve Rules that must be adopted by the Group Support Committee to govern the conduct of meetings and the discharge of the functions of the Group Support Committee.

In addition, the Group Support Committee must also have due regard to the rules and procedures for the operation of Scout Groups and Rover Crews in Scouts NSW as set out in the GROUP ORGANISATION chapter in this Manual.

For the guidance and direction of the Group Support Committee, the model Rules are set out hereunder.

2. NAME

The name of this Committee shall be THE SCOUT ASSOCIATION OF AUSTRALIA, NEW SOUTH WALES BRANCH.....Group Support Committee. This Group shall be part of the.....Region.

3. DUTIES

- 3.1 To assist in promoting the aims and principles of The Association in conjunction with the Group.
- 3.2 To assist the Group Leader and Group Council in developing in due course a complete Group, unless conditions make this impossible.
- 3.3 To be responsible for the recruitment of suitable persons for appointment as Leaders within the Group and to assist the Group Leader in the recruitment of supporters for the Group.
- 3.4 Whenever the occasion requires, and in consultation with the Group Leader, inquiries into the qualifications and personal standing of nominees for Leader appointments and make recommendations regarding such appointments to the DC or equivalent.
- 3.5 To assist the Group Leader and the other Leaders with finance, public relations and publicity, obtaining and maintaining a suitable Group hall, camping arrangements, obtaining adult help for the Group, and employment for its members, and in relation to the recognition and the activities of any body of parents, supporters, or other persons, engaged in any undertaking for or on behalf of the Group or any Section of the Group.
- 3.6 To be responsible for all Group property, both real and personal, and to appoint Trustees who will ensure these responsibilities are carried out, and to assist the Group Leader and the other Leaders in obtaining Group equipment.
- 3.7 To recommend to the Region Leader responsible the appointment of qualified persons to act as Helpers, Instructors, Examiners, or Resource Advisers.
- 3.8 To administer, in consultation with the Group Council, all moneys received by the Group or by any Section of the Group, except as provided for in Rules 15.4 and 15.6, or by any Sub-Committee (including any Ladies' Auxiliary), provided that the subscriptions paid by the youth members themselves, and any sums allotted to the Section for current expenses by the Group Support Committee in consultation with the Group Council, shall be controlled by the Section of the Group concerned (refer Rule 14).
- 3.9 To nominate annually two delegates to the Region Council.
- 3.10 To convene the Annual Reports Presentation (ARP) at which office Bearers of the Group Support Committee and an auditor (refer Rule 14.15) shall be appointed for the coming year. This appointment is made by the Group Leader and a suitable appointment certificate is provided to the incoming Committee in recognition of this appointment.
- 3.11 If a sponsored Group, to comply with the requirements of the rules set out in the GROUP ORGANISATION chapter of the O&I Manual and any Affiliation Agreement signed by the Sponsoring Authority and Scouts NSW.
- 3.12 The Group Support Committee is not to be concerned or influenced in any way in the actual training of the youth members themselves.

4. MEMBERSHIP

4.1 The following persons are eligible for membership of the Committee:

1. Parents of the youth members in the Group.
2. Former youth members.
3. A representative of the Sponsoring Authority in the case of a Sponsored Group.
4. Members of the public who are interested in the work of The Association.

5. The Group Leader will be a member of the Committee.
 6. In Groups where no Group Leader has been appointed, the Chairman of the Group Council, also known as the 'Leader-in-Charge' shall take the place of the Group Leader on the Committee.
 7. Leaders, other than the Group Leader or Leader-in-Charge, are not expected to attend meetings of the Group Support Committee unless invited to do so.
- 4.2** All members of the Group Support Committee must agree to the principles and rules of The Association and to the rules of this Committee.
- 4.3** Members of a Group Support Committee are appointed or retired:
1. By the Group Leader (or Leader in Charge), subject to the approval of the DC,
 2. By the RC subject, in the case of Sponsored Groups, to the right of the sponsoring Authority to be heard, or
 3. By the Board of Directors.

Where the termination of appointment is deemed unfair (i.e. By the existing members of the Group Support Committee) an appeal may be made to the RC whose decision will be final.

- 4.4** Between ARP's, the Group Leader shall have the authority to fill vacancies occurring of Office Bearers.

5. FEES

5.1 Registration Fees

The Group Support Committee may levy a fee on each youth member or family, as an addition to the annual membership registration fees levied by Region and State.

5.2 Group Support Committee Membership Fee

1. Members of the Group Support Committee may be required to pay such annual fee as may be determined at the ARP of the Group Support Committee.
2. This fee does not apply to the Group Leader, or if there is no Group Leader, the Leader-in-Charge.

6. OFFICE BEARERS

- 6.1** The office Bearers shall include as a minimum - the Chairman, one or more Deputy Chairmen, Secretary, Treasurer, and two Trustees. Additional appointments can be made to suit individual Group needs.
- 6.2** Any office Bearer who is absent from three consecutive meetings without leave of absence or reasonable excuse shall cease to hold office and another office Bearer shall be appointed in their place by the Group Leader.
- 6.3** Office Bearers shall hold office until the next ARP after their appointment, at which their successor shall be appointed.

7. DUTIES OF CHAIRMAN

The Chairman shall preside at all meetings when present and shall have a deliberative as well as a casting vote.

8. DUTIES OF DEPUTY CHAIRMAN

Should the Chairman be absent from any meeting of the Committee, it shall be the duty of a Deputy Chairman to preside. In the absence of the Chairman and Deputy Chairman, the Group Leader shall preside. Such Deputy Chairman or Group Leader shall have the same rights as the Chairman while in charge of the meeting.

9. DUTIES OF SECRETARY

The Secretary shall keep a correct record of the proceedings of meetings of the Group Support Committee. The Secretary shall keep a register of the names and addresses of the members of the Group Support Committee, conduct the correspondence, issue all notices, and perform such additional duties as may be assigned by the Group Support Committee.

10. DUTIES OF TREASURER

The Treasurer shall keep proper books of accounts, and within seven days of their receipt shall pay all moneys received on behalf of the Group into the Group Support Committee's bank account (refer Rule 14).

11. GROUP PROPERTY AND DUTIES OF TRUSTEES

- 11.1** All property of whatsoever name or nature acquired by or on behalf of any Joey Scout Mob, Cub Scout Pack, Scout Troop, Venturer Scout Unit, Rover Crew, or Committee is vested in the name of The Scout Association of Australia, New South Wales Branch.
- 11.2** No interest in real estate (either by way of lease, purchase or otherwise) shall be acquired by a Group Support Committee other than through, and with the approval of, the Board of Directors. In all cases the relevant document(s) may only be executed by the General Manager – Scouts NSW.

- 11.3** Real estate for the purpose of these rules shall be interpreted to mean land, tenements, and hereditaments, corporeal and incorporeal of every kind and description or any estate or interest therein.
- 11.4** The Trustees shall have the custody of and be responsible for all property for or on behalf of the Group or any Section thereof, but its use and disposition shall be controlled by the Group Support Committee and the Group Council in consultation to ensure that the same is used for legitimate Scout purposes. In the event of the Group being disbanded, disassociating itself from Scouts Australia, or otherwise lapsing, such property or properties shall be handed over to the Region Trustees.

Where there is any doubt as to the correct or most appropriate usage of a property reference to the Region Property Committee should be made for guidance.

- 11.5** Where a Group proposes to erect a Group building, the plans of the building must first be submitted for advice and approval to Region Office. No work is to be commenced until the approval of the Board of Directors is granted. In all cases, contracts for building works must be executed by the General Manager – Scouts NSW.
- 11.6** It should be distinctly understood, in connection with the control of Group property, that such property as consists of Joey Scout, Cub Scout, Scout, Venturer Scout or Rover Scout equipment, are primarily for use of the respective Sections, and their reasonable requirements should be regarded as paramount.
- 11.7** In the case of a Sponsored Group, it is necessary to determine in the first place what property is to be regarded as belonging to the Group itself and what to the Sponsoring Authority. This decision must be recorded with the Region Executive Committee in a definite agreement between the Group Leader and Group Support Committee on the one hand and the Sponsoring Authority on the other.
- 11.8** Such agreement will be completed on the appropriate forms (4 copies) obtainable from the NSW Website, State or Region Office and forwarded to the General Manager, State Office, through the Region Executive Committee for endorsement. Schedules "A" and "B" attached to the forms will be completed and copies will be forwarded to the General Manager, State Office, through the Region Executive Committee and will be subsequently returned to the Sponsoring Authority, the Region Council, and the Group.

12. MEETINGS

- 12.1** The ARP of the Group Support Committee shall take place between 1 April and 31 May of each year, when office Bearers for the ensuing year will be appointed, the report of the annual performance of the Group is presented and the Audited Annual Financial Statements dealt with and the necessary information supplied for inclusion in any census returns. The ARP shall not be held unless the Audited Annual Financial Statements and required Census documentation is available.

The key focus for this meeting is to be a celebration of the year past and it is encouraged that appropriate recognition for the hard work of Leaders, Committee members and Parents be provided

- 12.2** The Group Support Committee at its ARP shall define the frequency of its meetings provided that it meets at least once every three months.
- 12.3** The Secretary shall, when required by the Chairman of the Group Support Committee, or by requisition signed by at least five members of the Group Support Committee, call a Special Meeting by giving members at least seven days' notice of such meeting. The objects of the Special Meeting shall be stated, and no other business shall be transacted.
- 12.4** A number being not less than one-fifth of the membership of the Committee shall constitute a quorum for a meeting of the Group Support Committee, provided it shall consist of at least three members. Should a quorum not be present within fifteen minutes from the time for which the meeting was called, the meeting shall adjourn to a date not less than a week later, and a fresh notice shall be sent out to members. Should there be no quorum at the adjourned meeting, those present, provided there are not less than three, shall carry on as if there were a quorum present.

13. SUB-COMMITTEES

The Group Support Committee may appoint sub-committees (including a Ladies' Auxiliary) to undertake such duties as may be defined by the Group Leader (or Chairman of the Group Council) and the Group Support Committee. Sub-Committees shall meet when necessary and may elect their own officers. The functions and duties of the Sub-Committee shall be defined in the Minutes of The Group Support Committee.

14. FINANCE

14.1 Bank

The bank account operated by the Group Support Committee, Venturer Scout Unit, or Rover Crew shall be at a branch of the bank nominated by the Board of Directors. All moneys raised and held by formations are on behalf of Scouts Australia – New South Wales Branch and as such need to be prudentially managed. At no stage is a formations bank account to be overdrawn without prior approval of the General Manager.

14.2 Number of Bank Accounts

A Group Support Committee shall operate only one bank account.

14.3 Name of Bank Account

The Group Support Committee bank account shall be in the name of:
“The Scout Association of Australia, NSW Branch.....Group”.

14.4 Section Bank Accounts

Only the Venturer Scout Unit and/or Rover Crew may, if either or both choose to administer its own funds, operate bank accounts separate from the Group Support Committee account (refer Rules 15 and 16).

14.5 Bank Signatories

The Group Support Committee bank account shall be operated by any two of the Group Leader (or Chairman of the Group Council), Chairman of the Group Support Committee, Secretary and Treasurer.

14.6 Banking of Money

All monies received by (a) the Sections of the Group (other than Venturer Scouts/Rovers covered under Rule 15.4), (b) the Group Support Committee and (c) its Sub-Committees (including any Ladies Auxiliary) shall be deposited to the credit of the Group Support Committee account within seven days of receipt.

14.7 Payment of Group Accounts

The Group Support Committee shall approve each payment from its funds. Payments, other than those of a repetitive or routine nature, shall be made only after consultation with the Group Council.

14.8 Signing Blank Cheques

To protect all concerned, blank cheques are not to be signed. This is one of the most common methods used where there has been misappropriation of funds.

Where an amount is not known in advance so that a cheque can be drawn, a member could use a personal credit card or cash and then be reimbursed by cheque immediately on presentation of the receipt. This way the member would never be out of pocket for any length of time.

14.9 Internet Banking

Groups are allowed to operate internet banking. However, they have to ensure that all payments are jointly authorised by any two people mentioned under item 14.5 above. Normally, if the Group has two authorised bank signatories the Bank maintains this requirement for internet banking. Ideally a security token should be obtained for each authorizer.

The bank reference number shall be used to record the payment on the Cash Book and supporting documents shall be attached to a copy of the bank payment file detail report. This can be printed once the payment is processed and accepted.

In the event that the payment is returned by the bank for any reason, the credit shall be taken up as receipt in the cash book. A subsequent payment shall be initiated either via the internet or by a cheque.

An example of a registration form together with the Administration form for Business Online and Business Telephone Banking from Westpac are available from the Westpac website – www.westpac.com.au

14.10 Books of Account

The Group Support Committee, through the Treasurer, shall maintain the books of account for the Group including its Sections, generally in the format as set out in the Formation Cash Book. It is acceptable to maintain the accounts in a computer system provided such system will produce the Annual Report pages AR1-AR4 exactly as shown in the Formation Cash Book (refer Rule 14.15). An Excel spread sheet model for this purpose is available from State Office.

14.11 Financial Report

The Treasurer shall table at each Group Support Committee meeting, preferably monthly but not less frequently than three-monthly, a report including the statement of receipts and payments in the general format of the Formation Cash Book (page CB4). This report shall include a recent bank statement and bank reconciliation.

14.12 Section Money

The disbursement of Section money shall be made only on the authority of the Section Leader concerned, and Group Support Committee approval is not required. Funds shown in the Section columns of the Formation Cash

Book DO NOT belong to the Group Support Committee. Section Leaders may have advances (without the need for Group Support Committee approval either then or later) for day-to-day expenses and may nominate an amount that will meet their Section's needs for a week, month, etc. Leaders should note that reimbursement of advances should only be made on production of vouchers / receipts covering the disbursement of the previous advance.

14.13 Fundraising

1. The Charitable Fundraising Act places obligations on The Association and its Formations in relation to Fundraising and the expenditure of such funds. Groups must comply with all of these requirements. A Group's obligations under The Act are detailed in the chapter entitled FUNDRAISING AND SPONSORSHIP POLICY of this O&I Manual.
2. A Certificate of Authority to Fundraise shall be obtained before any fundraising activity is conducted by or on behalf of the Group. This is a requirement under the Charitable Fundraising Act. This certificate is issued by a DC, or equivalent, before the event and must be produced as the Group's authority if required. The original of this certificate is to be completed at the conclusion of the activity showing the financial results, and handed to the appropriate Commissioner as soon as practicable.
3. Fundraising income and expenditure is not to be recorded through Section Funds.

14.14 Surplus Funds

Group Support Committee funds, surplus to immediate requirements, shall be deposited with State Office where such funds will earn interest at the prevailing rate. Such surplus may NOT be invested other than with The Association.

14.15 Annual Report

The Treasurer and the Chairman of the Group Support Committee shall table at the Group ARP the audited Annual Financial Statements. This is comprised of the pages in triplicate included in the Formation Cash Book as follows:

- .. AR1 Income and Expenditure Statement
- .. AR2 Cash Reconciliations and Fundraising Ratios
- .. AR3 Fundraising Income and Expenditure Account

The original and duplicate of these pages are to be sent to the Region Office not later than 30th April each year. Generally, however, the DC (or their representative) will be in attendance at the Group's ARP and will receive these pages at that time.

14.16 Honorary Auditor

A registered auditor or qualified accountant where available, or other suitable person approved by the DC shall be appointed by the Group Support Committee to audit the accounts. The Auditor shall not be an office Bearer or member of the Group Support Committee or closely related to any member of the Group Support Committee. The Auditor shall report to the Group Leader and Group Support Committee at least once a year and as soon as possible after the year-end.

The format of the Auditor's report is as shown on page AR1 of the Annual Report. It requires the Auditor's signature and qualifications.

15. VENTURER SCOUT UNIT FINANCE

All Venturer Scout Units in Scouts NSW can operate their own bank accounts, if they so wish. However, the following rules must be observed:

- 15.1** Unit money must be deposited in a bank account and the Unit's account must be at the same branch of the bank as its Group Support Committee's account.
- 15.2** The title of the Unit account must be "The Scout Association of Australia, NSW Branch.....Venturer Scout Unit".
- 15.3** Unit monies must be banked within seven days of receipt.
- 15.4** A minimum of two signatories are required to operate on the Unit account one of whom must be the VSL or the AVSL and the other, logically, the Unit Treasurer. It is strongly recommended that a total of three or four signatories be authorised to operate on the account thereby permitting the GL and Unit Chairman access. The signatories would therefore be the VSL/AVSL and any other authorised person.
- 15.5** The Unit Treasurer must maintain books of account for all income and expenditure. The "Venturer Treasurer's Record Book" (available from various Scout outlets) provides for separate listings of subscriptions paid by

individual Venturer Scouts and other income. The monthly financial statement pro forma in the Record Book also lists expenditure and allows a running balance to be maintained. All claims for payment must be supported by invoices, receipts or petty cash vouchers. Receipts must be issued for all deposits made into the account.

15.6 There is no restriction on Units maintaining a small petty cash float of say \$50 as long as all transactions appear in their book of accounts. Even so, many Units will prefer to make all payments by cheque for record purposes. Arrangements can be made for the provision of bank statements on a monthly, bi-monthly or quarterly basis.

15.7 The VSL/AVSL or Group Treasurer should check Unit accounts every three months.

15.8 Unit accounts should be audited annually and on changeover of Unit Treasurer, by the Group's Auditor. One of these audits must coincide with the annual audit of all Group Accounts prior to the Group's ARP and in consultation with the Group Treasurer. At this time, the Unit Treasurer must prepare an annual financial statement to assist the Group Treasurer in compiling a composite Group financial report.

15.9 Decisions on all other matters associated with sound financial Unit management, e.g. Preparation of budgets, accounting for special activities expenditure, method of monthly reporting to the Unit Council, authorisation of expenditure and methods of fundraising are left to the discretion of each Unit. Such decisions must not be in contravention of P&R, State policies (e.g. O&I), Region procedures, or the laws of the land.

16. ROVER CREW FINANCE

Where the Group includes a Rover Crew, the rules for the operation of a bank account and the management of Crew finances will be the same as those applying to Venturer Scout Units under Rule 15.

17. REIMBURSEMENT OF ADULT MEMBER EXPENSES

17.1 The Situation

1. The role of an Adult Member in Scouting is of a voluntary nature and like any voluntary organisation members expect and are expected to personally bear some of the "personal and cash costs" of that membership. Under no circumstances should Adult Members be offered or paid an "allowance" of any form. There are, however, some expenses that are incurred by Adult Members in carrying out their duties for which reimbursement would be in order.
2. Clearly, some Adult Members are able to contribute a greater time commitment than others whilst some are able and prepared to make greater financial commitments. Each case should be dealt with on its own merits. Paragraphs 17.2 and 17.3, setting out general Policy Statements, have been prepared as a guide to those making decisions on these matters.

17.2 The Committee's Responsibility

1. The first and foremost obligation of the members of a Group Support Committee is to make the Adult Member's job easier. To do this effectively they must have a clear understanding of the Group Support Committee Rules. However, their opportunities lie far beyond the practical tasks of supplying efficient administration and the provision of the physical facilities such as Group halls and Scouting equipment. They can make major contributions by their loyalty to their Adult Members, by taking an interest in the youth members' progress and further, by helping to relate their Group to the community and by finding people of quality to act as Adult Members.
2. There is a distinct responsibility to help and encourage Adult Members by facilitating their attendance at Training courses and major Scout functions at which the formation should be represented. Adult Members, where possible should be relieved of material burdens that are unreasonable for them to carry personally.

17.3 Monetary Compensation

1. It is not easy to define a policy in relation to reimbursing Adult Members by payment from Committee funds. It is, however, important to establish an attitude towards this matter that will be a guide for committees and Commissioners.
2. The following points should be a reasonably clear guide and cover most circumstances:
 - (a) Travelling expenses for the use of a car, petrol, fares, etc. should only be made where the expense of travel is an unreasonable burden on the individual and when made reimburses the actual expense (i.e. an allowance (e.g. cents per kilometre) is not permitted).
 - (b) Training Course fees and fares for long distance travel to Courses are accepted as a responsibility of the Group Support Committee. Some Adult Members may wish to make some contribution in part or whole, in order to accept the responsibility of training themselves for the job.

(c) The cost of attending conferences and functions can be partially met, or subsidised, in order to encourage representation because of its value to the Adult Member or because the Group Support Committee itself may wish to have representation.

(d) Adult Members should be reimbursed for the cost of telephone, postal and other communication expenses for the organisation and running of special functions. Again, evidence of actual cost incurred must be presented and an "allowance" is not to be applied.

(e) Assistance to Adult Members as partial reimbursement of expenses incurred in the purchase of a uniform is permitted. Any compensation in this regard should be in keeping with the spirit and nature of voluntary service. There should be no objection to provision being made to enable Adult Members to purchase uniforms on terms.

(f) "Entertainment expenses", "clothing allowance" etc. for Adult Members is out of keeping with the traditions of Scouting and is not permitted.

18. GROUP REGISTRATION AND CENSUS

18.1 The Group shall be required to register each year all Sections, Leaders and Scouts within the Group and such other persons as the Region or Board of Directors prescribes.

18.2 Registration shall be effected by transmitting by the appointed date to Region or State Office completed forms, together with such fees, as the Region or Board of Directors directs.

GROUP ORGANISATION

1. PREAMBLE

- 1.1 The core formation of the Association is the Group.
- 1.2 Scout Groups deliver the Scout Program to local communities, to meet the needs of young people in accordance with the Aim, Principles, Method, Policy and Rules of Scouts Australia and Scouts NSW (refer to P&R).
- 1.3 The Scout Group is the Scout Movement operating in the local community. The Group provides opportunities for young people to participate in an educational and recreational youth program which offers progressive training in accordance with the age and stage of development of members (refer to P&R).
- 1.4 Set out hereunder are Rules and Procedures for the operation of Groups and Rover Crews in Scouts NSW.

2. FORMATION AND REGISTRATION OF SCOUT GROUPS AND SECTIONS

2.1 The Group Composition

The complete Group consists of a Joey Scout Mob, Cub Scout Pack, Scout Troop, Venturer Scout Unit, and may include a Rover Crew; but may at any time consist of one or more Sections only. Multiple Sections of the one type, if approved, may also be included in the one Group. Two Sections may meet together, if approved by the RC

2.2 Formation

No steps may be taken for the formation of a new Group without the provisional sanction of the DC or from State Office.

2.3 Registration

All Groups and Sections must be registered at State Office and are recognised as units of The Association of Australia only whilst so registered. Registration is a pre-requisite for Scouting insurance cover. Members of unregistered Groups and Sections who wear badges or in any way represent themselves, as members of the Association are liable to prosecution.

2.4 Registration Procedure

- 2.4.1 All Groups and Sections must be registered at State Office using Form R1 "Application for Registration of a Group/Section". New Rover Crews use Form R2 "Application for Registration of a Rover Crew".
- 2.4.2 Applications are to be lodged, by the prospective Leader-in-Charge, immediately the first Section is ready to be formed, and to the DC who will inform the Region Office. In the case where the first Section is a Rover Crew para 11.7 of this chapter will apply.
- 2.4.3 A new Group will not be registered unless there is a Leader holding a current Certificate of Adult Appointment and Certificate of Adult Leadership in the Group to be formed. In exceptional circumstances (approved by the RC) a new Group may be registered without such a Leader provided a Group Administrator has been assigned. This person will need to be a Leader holding a current Certificate of Adult Appointment and Certificate of Adult Leadership skilled in the leadership of Scout Groups.

A new Section (other than a Rover Crew) will not be registered unless there is a Leader holding a current Certificate of Adult Appointment and Certificate of Adult Leadership for the Section to be formed, as well as a second Leader in training for the same Section having been cleared to proceed. This is defined as the normal "Leader" registration requirements. In exceptional circumstances (approved by the RC) a new Section may be registered without such appointed Leaders provided another Leader, holding a current Certificate of Adult Appointment and Certificate of Adult Leadership in the same Section, from another Formation has been assigned to the new Section as the Section Administrator. This person must attend all meetings of the Section until such time as the Section has met the normal "Leader" registration requirements. The person performing the Section Administrator could include the responsible District Leader for that Section if applicable. Where the option of appointing a Section Administrator is not available the youth & adult members wanting to form the new Section may join another existing registered Formation and then subsequently transfer to the new-to-be registered Section once the normal "Leader" registration requirements have been met.

2.4.4 A Rover Crew will not be registered unless it has either:

- (a) a Crew Leader who holds a current Certificate of Adult Appointment as "Crew Leader (Appointed)" for the Crew; or

- (b) a Rover Adviser who holds a current Certificate of Adult Appointment and Certificate of Adult Leadership as “Rover Adviser (Responsible)” for the Crew.

In exceptional circumstances (approved by the Region Rover Council) a Rover Crew may be formed without such registered Leaders provided either:

- (a) another registered Crew Leader (Appointed) or Rover Adviser from another Crew; or
- (b) The Regional Commissioner (Rovers),

has been assigned to the Crew as a Crew Administrator. This person must attend all formal meetings of the Crew until such time as the Crew has met the registration requirement.

2.4.5 Therefore Form R1 must be accompanied by an "Application for Adult Appointment and Membership" (Form W1) or an "Application for Transfer of Adult Appointment" (Form W3).

2.4.6 Similarly, if a Leader is to be appointed to a Group, or Section of a Group, which is not currently registered, the "Application for Adult Appointment and Membership" (Form W1) or "Application for Transfer of Adult Appointment" (Form W3) must be accompanied by an "Application for Registration of a Group/Section" (Form R1).

2.4.7 The DC must independently be satisfied that registration is desirable, that the Group will be properly conducted, that suitable Leaders are forthcoming, and that the prospective Leader-in-Charge accepts the aim, principles, method, and policy of the Association, and undertakes to use best endeavours to:

- a) form a Group Support Committee as soon as possible, and in any case not later than three months after the date of registration.
- b) develop in due course a complete Group, unless conditions make this impossible, including processing of Applications for Adult Membership & Appointment (Form W1) and/or Transfer of Adult Appointment (Form W3) at the time of registration.
- c) give due emphasis to the religious aspect of Scouting, and the claims of religion in the conduct and the life of the Group.
- d) ensure that the various Sections of the Group receive the full Scout training in character, health, handicraft, and service.
- e) help the Group to obtain suitable hall and the necessary equipment and opportunities for training.
- f) comply in the case of a Sponsored Group of any kind with any particular provisions of the Association relating to such a Group.

2.4.8 Applications for Registration should be based on the following minimum numbers:

- Joey Scout Mob 6
- Cub Scout Pack 12 (two sixes)
- Scout Troop 12 (two patrols)
- Venturer Scout Unit 10
- Rover Crew 10

Exceptions to these minimums are at the discretion and with the approval of the responsible RC (in the case of the Rover Scout Section this will be at the discretion of the Branch and Region Rover Councils).

2.4.9 2 x 2 x 2 Principle

It is expected that a viable Group should consist of at least 2 Sections, each with at least 2 Leaders, with each Cub Scout and Scout Section having at least 2 Patrols or Sixes. Exceptions to this rule are at the discretion and with the approval of the responsible RC.

2.4.10 When the DC is satisfied, recommendation is made by the Leader-in-Charge to the DC using Form R1, which must be signed by the DC. In the case of sponsored Groups, the Sponsoring Authority must also sign the Form. The Form is sent to State Office through the Region Office. Where recommendation is refused, action under para 2.15 of this chapter may become necessary. See also para 2.22 of this chapter in respect of Sponsored Groups.

2.5 Section Age Ranges

2.5.1 Moving from one Section to another within the Scout movement represents a major step in the life of most youth members. If poorly handled, the advancement process accounts for our major source of loss of youth members. It is therefore important that considerable thought is given to the timing and process by which advancement occurs to ensure that the process is as smooth as possible.

2.5.2 The following guidelines to advancement should be considered by the Group Support Committee. They are intended to be a guide NOT rules or regulations to be applied in an inflexible manner:

2.5.3 Flexibility

That to cater for the individual:-

Joey Scouts be able to progress to Cub Scouts at any time between 7.5 years and 8 years.

Cub Scouts be able to progress to Scouts at any time between 10.5 years and 11 years.

Scouts are able to progress to Venturer Scouts at any time between 14.5 years and 15 years.

Venturer Scouts be able to progress to Rovers at any time between 17.5 years and 18 years but are not able to attend a Crew regularly or become a member of the Rover Scout Section until their eighteenth (18) birthday.

Depending on the intellectual and social maturity and readiness of each individual

2.5.4 Frequency

It is strongly recommended that based on the experience of many Leaders and youth:- Joey Scouts, Cub Scouts, Scouts, and Venturer Scouts progress in small groups not alone.

Have going-up ceremonies twice per year.

Ceremonies be held at the beginning of 2nd and 4th term/quarters. Young people should advance from one Section to another at a time that is consistent with their own individual maturity. This will be different for each individual child and will be influenced by factors such as gender, year of schooling, and participation in other related activities.

2.5.5 It is important that youth members are adequately prepared for advancement to the next Section. This involves a period of visiting the next Section and undertaking basic skills training in the weeks leading up to advancement.

2.5.6 In some instances, youth members may benefit from an extended transition period during which they continue to attend and participate in activities of both Sections (even after a theoretical advancement date).

2.5.7 In some instances it may be preferable to de-emphasise the importance of having a specific advancement date.

2.5.8 Consideration should be given to the timing of advancement in relation to key points during the school year (e.g. School terms).

2.5.9 A young person who is around 14 years of age (and depending on their level of development) may join the Venturer Scout Unit directly as an Associate Member. A young person who has not reached their 14th birthday and depending on their reasons for wishing to join, should primarily be considered for membership of the Troop.

2.6 Registration of Group and Section Names

2.6.1 A Group name should reflect its geographic locality e.g. Town or Suburb name.

2.6.2 The use of a prefix e.g. "1st" before the base name is not mandatory, but is recommended.

2.6.3 Where there is more than one word in the base name, the first word should, wherever possible, be chosen so that it can be logically searched for on a computer in alphabetical order by location e.g. Liverpool City not City of Liverpool.

2.6.4 A Rover Crew attached to a Group must bear the same prefix and base name as the Group.

2.6.5 Where the desired name covers two towns/suburbs they should be separated by a hyphen e.g. 1st Burril-Ulladulla.

2.6.6 Where the desired name is a combination of two former Groups that have amalgamated, the names should be separated by a slash e.g. 1st Woollahra/Paddington.

2.6.7 Where two Groups with the same base name amalgamate, and it is intended to use a combination of both prefixes, they should be separated by a slash e.g. 1st/3rd Bankstown.

- 2.6.8 For sponsored or ethnic Groups, the name of the sponsor, church, religion, school or ethnic community may appear in brackets after the name e.g. 3rd East Maitland (St Peters) 3rd Summer Hill (Trinity Grammar) 6th Strathfield (Latvian).
- 2.6.9 Where there are multiple Mobs, Packs or Troops in the one Group each must be given a name e.g. "Kangaroo" Pack. The use of the names "A", "B", "1", or "2" are not acceptable.
- 2.6.10 Whilst some Groups will be recorded as being of a special type e.g. Sea Scout, Air Scout, Sponsored, Special Needs Scouts; these words are not permitted to be used in the name.
- 2.6.11 It is important that new Groups and Rover Crews do not get nametapes, flags etc. manufactured using the Group or Crew name until that name has been approved by the Board of Directors.
- 2.6.12 Other names may be determined with the approval of the Chief Commissioner
- 2.7 Scarf Registration**
- All Groups/Crews shall wear a scarf registered with State Office using Form R4 "Scarf Registration", which will only be effected after the Formation has been registered or is certified by the RC as functioning in a satisfactory preliminary state.
- 2.8 Notification of Registration of a Group**
- 2.8.1 All new Groups and Rover Crews registered with State Office will receive a Registration Certificate.
- 2.8.2 The Certificate of Registration will be forwarded by State Office to the prospective Leader-in-Charge, through the Region Office. This Certificate will state the date of registration.
- 2.9 Registration Renewal**
- Registration is effective until the 31st March next. Re-registration is effected by furnishing the annual census returns and payment of registration fees for each Group/Crew as required by State Policy.
- 2.10 Registration Fees**
- The Association requires an annual membership fee from each adult and youth member of a Group or Rover Crew. A joining fee may also be required.
- 2.11 Subscription Fee**
- Each youth member of the Association may be asked to pay a regular subscription to their Sectional funds which are used to defray the day to day expenses incurred in running of that Section.
- 2.12 Registration Changes and Transfers**
- Any changes desired in the registered name of a Group, or Rover Crew, or in the nature of the registration (as open or sponsored) must be approved by the RC, and where a Group or Rover Crew is to be transferred to another Region both RCs must approve.
- 2.13 Temporary Closure of a Group/Section**
- A Group/Section may be placed "In Recess" by the Board of Directors, on the recommendation of the RC, using Form R6 "Application for De-Registration of a Formation". This is only permissible where the Group/Section is forced to temporarily close because it has lost all or most of its youth members, or all of its Leaders. The Group/Section must be endeavouring to recruit members with the aim of re-opening, and may be permitted to be "In Recess" for a period not exceeding 12 months.
- Form R1 (R2 in the case of a Rover Crew) is to be used if a Formation "In Recess" is to be re-activated.
- 2.14 Registration Suspension**
- A Group may be suspended by the:
- 2.14.1 DC who will thereupon inform the RC of this action, and in the case of a sponsored Group, the Sponsoring Authority.
- 2.14.2 Region Executive Committee, in which case the Region Secretary shall forthwith inform the DC and in the case of a sponsored Group, the Sponsoring Authority.
- 2.14.3 During suspension, all activities of the Group will cease and except in so far as may be otherwise provided by the terms of the suspension, all Leaders in the Group are automatically suspended, and no member of the Group may wear uniform or badges. The exception to this rule is where Leaders have received specific approval from the DC to work with another Group.

2.14.4 Suspension is to be regarded as a purely temporary measure, and must be followed as soon as possible by a full inquiry by the DC. The Leaders concerned, and in the case of a sponsored Group, the Sponsoring Authority, must be informed of the meeting and be given an opportunity to be heard. The procedure should follow that laid down by the RC.

2.14.5 As a result of such inquiry, the suspension must be withdrawn or a recommendation for cancellation of the registration and/or the appointments of any Leaders must be forwarded with a full report to State Office through the RC.

2.15 Registration Cancellation (De-Registration)

2.15.1 The State Executive Council may cancel a Group registration on:

a) the recommendation of the RC submitted after a meeting of the Region Executive (or Committee appointed for the purpose with full power to act) at which the Group Leader concerned, and, in the case of a sponsored Group, the Sponsoring Authority, are entitled to be heard;

b) failure to renew the registration in any year, under para 2.9 of this chapter.

2.15.2 A Section may be de-registered when it ceases to have sufficient youth members or Leaders to continue functioning.

2.15.3 Form R6 "Application for De-Registration of a Formation" is to be used when a Section, Rover Crew or Group is to be disbanded either permanently or temporarily.

2.16 Formation Postal Address

All Groups/Crews must supply State Office with a Formation postal address to which mail may be sent. The use of a post office box is encouraged for this purpose.

2.17 Registration of Unattached Groups

Where on account of exceptional conditions, a Group or other Formation cannot be included conveniently in or attached to a Region, it may be registered directly with State Office, to whom the Group or Formation will be directly responsible.

2.18 Registration of Sections

2.18.1 Application for the registration of a further Section of a Group which has itself already been registered, is made by the procedures as described in para 2.4 of this chapter.

2.18.2 The formation of a Venturer Scout Unit is in any case subject to the provisions of para 10.3 of this chapter.

2.18.3 The formation of a Rover Crew is in any case subject to the provisions of para 11.7 of this chapter.

2.18.4 Where approval of a new Section of a Group is refused, action under para 2.19 of this chapter must be taken.

2.18.5 Any Section of a Group may be disbanded by action of the DC, or suspended by the DC. In either case, the procedure to be observed throughout is the same as that laid down in the case of Groups in paras 2.14 - 2.15.

2.19 Registration Problem Reports

A full report must be made to State Office through the RC by the DC in circumstances that reflect adversely upon the character or suitability of any person concerned in any of the following cases:

2.19.1 Refusal to recommend the registration of a Group, or to approve the addition of a new Section to a registered Group.

2.19.2 Recommendation for cancellation of a Group registration, or a decision to disband a Section of a Group.

2.20 Sponsoring Bodies

2.20.1 The following bodies are entitled to apply for a special registration of the Groups that they wish to establish, and are then known as Sponsoring Bodies: Churches, The Salvation Army, Universities, Colleges and Schools, Hospitals and Institutions, The Armed Forces, Service Clubs, Businesses and any other bodies, which may be approved by State Office for this purpose.

2.20.2 Groups so registered are known as "Sponsored" Groups as distinct from "Open" Groups, and the person or Committee appointed by the Sponsoring

Body to exercise its functions with respect to each Group is known as the “Sponsoring Authority”, a different Sponsoring Authority being required for each such Group.

2.20.3 Special Needs Scouting

- a) Separate Groups may also be formed for members who have a disability although Scouting recognises this will occur only where integration is not appropriate.
- b) Groups may be formed in hospitals, schools, etc. and come under the ordinary Region organisation. Individual boys and girls with disabilities living in their homes may become members of normal Groups, or join the Lones Group.
- c) Youth members in these Groups are expected to pass tests in the normal way, that is, by achieving their personal best, except where prevented from doing so by their disability, in which case they may, with the approval of the DC, take the alternative tests approved by State Commissioner (Special Needs).

2.21 Registration Requirements of Sponsoring Authority

On application for the registration of a Sponsored Group the Sponsoring Authority agrees:

- a) to accept the aim, principles, and policy of the Association as set out in “Scouting for Boys” and P&R and the duty of endeavouring to ensure the continuity of the Group and the annual renewal of its registration (refer para 2.9 of this chapter);
- b) to observe in particular the “Group Support Committee Rules”;
- c) to record with the DC an agreement in regard to property in accordance with the “Group Support Committee Rules”;
- d) to undertake to give the GL the fullest possible assistance in carrying out the duties imposed in para 2.4.7 of this chapter.

2.22 Sponsored Group

The effect of registration as a Sponsored Group is as follows:

- a) The Sponsoring Authority undertakes the general support of the Group and endeavours to maintain continuity.
- b) When a sponsored Group is composed of members of one form of religion, the Sponsoring Authority is responsible for the religious training of the Scouts.
- c) The Sponsoring Authority as such is not responsible for matters of Scout training, which are the responsibility of the GL.
- d) The Sponsoring Authority undertakes the responsibility of nominating suitable persons to the DC for appointment as Leaders of the Group and no person may be considered by the DC for such appointment unless so nominated. After such nomination, the application for an appointment will follow the ordinary course.
- e) The Sponsoring Authority must ensure that an agreement under para 2.21 c) of this chapter in regard to property, between the Sponsoring Authority on the one hand and the GL and Group Support Committee on the other is recorded with the DC and with State Office. Form P4 “Sponsored Groups Property Agreement” is to be used for this purpose.
- f) In the event of a dispute between the Sponsoring Authority and the GL, the matter must be referred to the DC. Both the Sponsoring Authority and the GL must be given reasonable opportunity to state their respective cases.
- g) The Sponsoring Authority has the right to be heard by the DC who must take all reasonable steps to ascertain the views of the Sponsoring Authority before any decision is taken, touching any of the following matters: Group registration or recognition of a Section, the appointment of a Leader of the Group (except where in the opinion of the DC the suspension of the Leader is a matter of great urgency), an appeal by a youth member against dismissal (refer para 2.23.6).

2.23 Youth Membership of a Group

- 2.23.1 The admission of any boy or girl rests with the Group Leader but in normal cases will be delegated to the Leader in Charge of the Section concerned who, in the case of a Scout or Venturer Scout, will act in consultation with the Troop Council or the members of the Venturer Scout Unit as the case may be. The admission to a Rover Crew rests with the members of the Crew.

- 2.23.2 A youth member cannot be a member of more than one Group except in the case of a School, College or University Group or Rover Crew (see para 5.1.7.).
- 2.23.3 In circumstances where the behaviour of a youth member is considered to be unacceptable or in breach of the Scout Law, the Leader in charge of the Section may suspend the youth member, after consultation with the Pack, Troop, or Unit Council where appropriate. The suspension must be regarded as a temporary measure.
- 2.23.4 The Group Leader (and in the case of a Sponsored Group, the Sponsoring Authority) must be notified of such suspension without undue delay. The parents of the youth member must also be advised and the reasons for the suspension given.
- 2.23.5 The approval of the GL is necessary in any case of dismissal of a youth member. The GL of a sponsored Group must first consult the Sponsoring Authority.
- 2.23.6 In any case of dismissal, the youth member has a right of appeal to the DC, and the Region Executive Committee may appoint a small Committee with full power to act for this purpose. The youth member in question must be given reasonable opportunity to attend the Committee's hearing of their appeal and state their case. In the case of Sponsored Groups, the provisions of para 2.22 g) of this chapter must be observed.

2.24 Youth Member Transfers

- 2.24.1 When a youth member moves to another location and consequently has to leave their Group, the Group Leader should complete a "Youth Member Transfer Certificate (Form Y2), and hand it to the youth member who will present it to the GL of the Group to which they are transferring.
- 2.24.2 Form Y2 should also be used for youth members going to live in another state or country.
- 2.24.3 In case of dispute as to a transfer, the matter must be referred to the DC for decision.
- 2.24.4 Where a State normally charges a joining/registration fee and/or pro-rata or full membership subscription fee on joining, such charges will be waived in respect of adults and youth members who have transferred from another State during the year without a break in service.

2.25 Lone and Deep-Sea Scouts

- 2.25.1 Where, on account of special circumstances, a youth member is unable to be a member of a normal Group, they may be registered by State Office in the Lones Group. (See LONES).
- 2.25.2 Rovers leaving their Groups to go to sea should apply for registration as Deep-Sea Scouts (see DEEP-SEA SCOUTS).

3. PROCEDURE FOR WINDING-UP A NON-ACTIVE GROUP

3.1 General

From time to time and for a variety of reasons, a Group ceases to be functional and it becomes necessary to wind up the affairs of the Group. In the event of a Group being de-registered, disbanded, disassociating itself from The Association or otherwise lapsing, the State policy require that all property and funds held by or on behalf of the Group shall be handed over to the Region Trustees. Such Trustees shall then act in accordance with policy and procedures as determined by the State and, in the case of Sponsored Groups, with the Property Agreement previously lodged with Region and State Office. In this connection the following procedure shall be observed:

3.2 Procedure

- 3.2.1 Immediately it becomes evident that closure of a Scout Group is imminent the Group Secretary and the Leader-in-Charge shall notify the Region Secretary and the RC using Form R6. The Region Secretary will promptly advise State Office, giving details of the name of the Group and the reasons for closure. If the Group includes a Rover Crew, the Region will also advise the Region Rover Council.
- 3.2.2 The Region Trustees will promptly identify and locate all property held by the Group in the name of The Association, including funds, equipment, land and/or buildings. Where practicable, the Group will be required to furnish the Region Trustees with an inventory of all property, with details of the location and an audited statement of accounts and balance sheet.
- 3.2.3 In the case of a Sponsored Group, the Region Trustees will locate and refer to the Property Agreement previously lodged with Region and State Office, and will notify the Sponsoring Authority of the action intended to be taken, after first identifying which property belongs to the Sponsoring Authority and which to The Association.

- 3.2.4 The Trustees will arrange for the transfer to the Region Executive Committee of all funds of the defunct Group belonging to The Association after closing any bank account previously operated by that Group. Note that funds may consist of:
- a) cash;
 - b) the proceeds of any bank account, including any accrued interest (note that notwithstanding the Rules, there may in fact be more than one bank account);
 - c) funds on deposit with State Office;
 - d) funds on deposit in any approved Scout Development Fund.
- 3.2.5 The Trustees will arrange for the collection and storage of equipment deemed to be the property of The Association.
- 3.2.6 The Trustees will take charge of the property, land and/or buildings, owned by or leased to The Association and will notify the appropriate authorities of the action taken. They will also inform any mortgagee or guarantor of the circumstances.
- 3.2.7 As a guide to further action, the Region Executive Committee, in consultation with the Region Rover Council where the Group includes a Rover Crew, will make a factual assessment of the prospect of the Group being reformed in the next twelve months or in the foreseeable future. This assessment is especially important in a country centre where there is no other Scout Group functioning.
- 3.2.8 The Region Executive Committee, in consultation with the Region Rover Council where the Group includes a Rover Crew, will prepare and submit a plan of distribution of Group funds (including the proceeds of sale of any equipment in terms of para 3.2.9) within the Region, to be implemented not later than twelve (12) months after the initial advice referred to in para 3.2.2.
- 3.2.9 The Region Executive Committee, in consultation with the Region Rover Council where the Group includes a Rover Crew, will arrange for the distribution or disposal of equipment within the Region as soon as practicable, to avoid the rapid deterioration of equipment not in use. Such disposal shall be completed no later than twelve (12) months after the initial advice referred to in para 3.2.2.
- 3.2.10 The Region Executive Committee will make recommendations to State Office for action to be taken in respect of any land and/or buildings.
- 3.2.11 Pending a resolution by the Board of Directors, the Region Trustees will maintain the land and/or buildings in reasonable condition.
- 3.2.12 The Region Executive Committee in conjunction with State Office will put into effect the plan approved by State Office in regard to the retention or disposal of land/or buildings, the subject of para 3.2.10.
- 3.2.13 The Region Executive Committee, in conjunction with the Region Rover Council where the Group includes a Rover Crew, will arrange for the early de-registration of the defunct Group and the recall, cancellation, or transfer of all appointments held in relation to the defunct Group.
- 3.2.14 This procedure shall also apply in principle to a Rover Crew formed at Region or State level.

4. PROCEDURE FOR MERGING OF TWO SCOUT GROUPS

4.1 General

From time to time and for a variety of reasons, two Scout Groups may merge into one. In this situation, the following procedure shall be observed. The merger of two Groups may occur in one of the following forms:

- a) Where Groups A and B merge to form a new composite Group C, with both Group A and Group B becoming defunct.
- b) Where Group B merges with and is absorbed in Group A, with Group B becoming defunct.

4.2 Procedure

- 4.2.1 Immediately it becomes evident that a merger of two Groups is imminent, the Group Secretaries and/or Leaders-in-Charge will notify the Region Secretary and the RC. The target date for the merger shall be indicated.
- 4.2.2 The Region Secretary will promptly advise State Office giving details of the names of the Groups involved, the form of the merger and the reasons for the action proposed. If any of the Groups include a Rover Crew, the Region Secretary will also advise the Region Rover Council.

- 4.2.3 Should a sponsored Group be involved, approval for the action intended to be taken shall first be obtained from the Sponsoring Authority. This may involve alteration to the Property Agreement previously lodged with Region and State Office.
- 4.2.4 In respect of each Group which will become defunct as a result of the merger, the following action shall be taken:
- a) An inventory shall be taken of all Group property which is to be transferred to the continuing or new composite Group;
 - b) An audited statement of accounts and Balance Sheet as at the target date shall be prepared. At this time, any bank account shall be closed after ensuring that accrued interest has been credited;
 - c) The Region Executive Committee, in consultation with the Region Rover Council where any of the Groups include a Rover Crew, will arrange for:
 - The de-registration of any Group becoming defunct;
 - The registration of any new Group formed, and
 - The recall, cancellation, or transfer of all appointments affected by the merger.
- 4.2.5 When action as in 4.2.4 above has been taken, the merger will proceed with the composite Group.
- 4.2.6 Where a new composite Group is formed, the model GROUP SUPPORT COMMITTEE RULES will be formally adopted and a bank account opened.
- 4.2.7 Should the merger result in a surplus hall belonging to The Association, the continuing Group will consult with the Region Executive Committee as to the course of future action.

5. SPECIAL PURPOSE GROUPS

5.1 School, College and University Groups

- 5.1.1 Such a Group is one that is registered as sponsored by a School, College or University, and is composed entirely of those who are, or have been, at the School, College or University. It is essential that membership of such a Group shall be voluntary.
- 5.1.2 School/College Groups are included as sponsored Groups in the ordinary scheme of administration by the DC. It is contrary to the spirit of Scouts NSW that any deviation from or relaxation of rules, other than those herein specified should be permitted in School/College Groups. If in any special case, any relaxation appears desirable, application is to be made through the RC to State Office whose approval will, however, only be given in exceptional circumstances.
- 5.1.3 Though various reasons may prevent School/College Groups from mixing as fully as other Groups with local Scouts, they should keep in touch as far as possible in the spirit of the Scout Law.
- 5.1.4 A Scout who belongs to a School/College Group only may, with the approval of the GL of that Group, qualify for badges or awards during the school vacations in any Group.
- 5.1.5 A Rover Crew in a College or University is registered in the usual manner.
- 5.1.6 A Scout Club in a College or University should follow the pattern of normal student organisation and need not be restricted to Scouts and Leaders. Application for recognition may be made to State Office. A Scout Club may combine with a Guide Club that is registered by Guides NSW.
- 5.1.7 The provisions of para 2.23.2 (which prohibits membership of more than one Group) do not apply to Scouts who wish to be a member of a School, College or University Group in addition to their home Group; and they may retain membership of any one such second Group after ceasing to be a pupil or student so long as the rules of the Group and their own circumstances enable them to continue full, regular, and active membership of the Group.

5.2 Multi-Sectional (Composite) Groups in Country Regions

5.2.1 Purpose

A Multi-Sectional (composite) Group is to overcome the situation in Country Regions where there are inadequate numbers of youth members to effectively run a Section within a Group and there is no other Group within a reasonable distance for youth members to attend.

5.2.2 Guidelines

- a) A composite Group may commence following consultation with the RC.

- b) Sections would normally meet at the same time whilst participating in their own program.
- c) Some activities can be run to include all youth members.
- d) In the case of older Sections (Scouts and Venturer Scouts), the Group may “buddy-up” with a neighbouring Group and participate in the Buddy Group’s outdoor adventure program i.e. Camps, hikes, rock and water activities, Jamborees, Ventures and the like.
- e) The Adult Members of the Buddy Group may also act as mentors to the Adult Members in the composite Group.

5.2.3 Adult Leadership

- a) The Leader who is taking charge of the composite Group must already hold a current Certificate of Adult Appointment and Certificate of Adult Leadership in one of the Sections they are leading. It is expected the Leader will also attend the Basic Sectional Techniques course of the attached Section and in-service training where possible.
- b) An Appointed / Certificated Leader must be in attendance and in charge at all times, except in the case of older Sections where the program indicates (i.e. Patrol hikes etc.).
- c) When dealing with younger Sections (Joey Scouts and Cub Scouts), parent helpers may be utilised in this process. Youth members who have attended a Youth Leadership Course can also provide support to Leaders.
- d) In the event of youth membership increasing, for example 2 sixes or 2 patrols can be formed, the Group should then operate as a normal Group.
- e) The status of the composite Group is to be reviewed annually by the RC or delegate.
- f) Duty of care must be exercised at all times.

5.3 Culturally Specific Groups

5.3.1 Establishment

When members of a community contact State Office wishing to start a culturally specific Scout Group, they are initially referred to the State Commissioner for Development and Cultural Affairs who will systematically work through the following procedures:

- a) Determine in which Region the Group wishes to operate.
- b) Find out if the Group already has a facility (community centre, cultural centre or similar) available to them.
- c) Determine what Section the Group has resources to start while using the following guide of minimum numbers -
 - Joey Scout Mob 6 - 8 youth members 2 Leaders
 - Cub Scout Pack 10 - 12 youth members 2 Leaders
 - Scout Troop 10 – 12 youth members 2 Leaders
 - Venturer Scout Unit 8 - 10 youth members 2 Leaders
- d) Prepare a list of names, addresses and phone numbers of Leader recruits and the Section they wish to train for.
- e) Provide all relevant details in writing to the appropriate RC.

5.3.2 Action by Region

The RC will appoint appropriate personnel from within the Region to undertake the following:

- a) Interview applicants.
- b) Assist trainees to fill out appropriate forms. (This is important as much confusion is experienced by many of our new recruits in this area).
- c) Work out a suitable training program for each recruit and monitor it.

6. ROLES OF GROUP LEADER, GROUP COUNCIL AND GROUP SUPPORT COMMITTEE

6.1 Group Leader

The functions of the Group Leader are set out in P&R.

6.2 Group Council

The role of the Group Council is set out in P&R.

6.3 Group Support Committee

The role including function of the Group Support Committee is set out in P&R and it will function in accordance with State Policies, which must be adopted at its formation or as soon after as practicable. Any variations shall be operational only after approval of the Region Executive Committee. In the case of any difference of opinion between -

- 6.3.1 the Group Support Committee and the Group Council, the matter must be referred to the DC, after the Sponsoring Authority has been consulted by the Group Leader in the case of a Sponsored Group, or
- 6.3.2 either the Group Support Committee or Group Council and any body of parents, supporters, or other persons engaged in any undertaking for or on behalf of the Group or any Section of the Group, the matter must at once be referred to the DC, after the Sponsoring Authority has been consulted by the Group Leader in the case of a Sponsored Group.

7. JOEY SCOUT SECTION

7.1 Joey Scout Section Functioning

Educational outcomes, method, membership, organisation, and leadership are set out in P&R.

7.2 Joey Scout Leaders

7.2.1 Appointment

- a) JSLs and AJSLs are appointed on the recommendation of the District Commissioner.
- b) Females are eligible for both ranks. Those appointed in the Guides NSW may also be appointed in the Joey Scout Section provided they meet the Association's normal requirements.
- c) A Joey Scout Mob of mixed membership shall comply with the Inclusive Membership Policy.

7.2.2 Qualifications

The special qualifications for JSL and AJSL in addition to the general qualifications are as follows:

- a) A general knowledge of "Scouting for Boys", P&R, O&I Manual, and Guidelines for Joey Scout Leaders.
- b) An understanding of the Personal Protection Policy and Procedures.
- c) Age for JSL not less than 20; for AJSL not less than 18.

7.2.3 Functions

- a) The JSL takes charge of the Section with the help of an AJSL subject to the general supervision of the GL.
- b) The ratio of Leaders is 1 adult: 5 Joeys for Mob meetings in the hall; 1 adult: 4 Joeys for outdoor activities. Use of helpers is encouraged. The minimum age should be 15. All helpers must be approved by the GL.

7.2.4 Uniform and Badges

JSL and AJSLs wear uniform and badges as approved.

7.3 The Joey Scout Mob

7.3.1 Youth Helpers

- a) The Joey Scout Leader may, with the approval of the Venturer Scout Leader concerned, obtain the services, as a "Youth Helper", of a Venturer Scout (minimum age 15) or, with the approval of the Region Leader (Joey Scouts) and the Guider concerned, of a Ranger or Ranger- Guide.
- b) Venturer Scouts, Rangers, Ranger-Guides and non-Scouting personnel must serve a satisfactory period of three months with the Mob and in NSW complete a "Youth Leadership" Course before being appointed as a Youth Helper. On appointment the Scout Promise will be made and uniform worn as in P&R. Youth Helpers are required to complete an "Application for Appointment as a Youth Helper" (Form Y9). Non-Venturer Scouts are also required to complete an "Application for Youth Membership" (Form Y1).

c) A Youth Helper is entitled, on appointment, to wear a cloth badge depicting the Joey Scout emblem above the right breast pocket or in an equivalent position. NB if worn in conjunction with a Link Badge the latter will be worn nearest the centre as shown in the Uniform Appendix of P&R.

d) Training for Youth Helpers is by attending a “Youth Leadership” Course or through the Youth Helper Workbook when it is not practicable to attend a course. The appointment of a Youth Helper under this Rule shall terminate on the person concerned reaching the age of 18 years.

e) Youth Helpers may.....

- Attend every Mob meeting.
- Run games under the supervision of the Mob Leaders.
- Under the supervision of the Mob Leaders assist in all aspects of the Mob program.
- Assist by having gear in readiness for games, activities, craft etc.
- Assist in a minor capacity in Ceremonies where appropriate (see also 7.3.1f).
- Attend Wandarrah Training Meetings {with the approval of the Region Leader (Joey Scouts)}.
- Attend Region functions i.e. Konaras, Annual Meetings etc. (with the approval of the RC).

f) Youth Helpers must not in any circumstances.....

- Take charge of a Mob or any part of a Mob at any time.
- Perform any role in Ceremonies that is to be carried out only by a Leader.
- Attend any Adult Training Course.
- Be a regular visitor at the Group Council.

7.3.2 Parent Helpers

A parent of a Joey Scout, who on a casual basis assists the Joey Scout Leader with the operation of the Mob, will be known as a Parent Helper.

Such person will not wear uniform. Whilst this is not an appointed position, Group Leaders must satisfy themselves as to the suitability of the person concerned.

A Parent Helper is required to fill out a PED (Form 5).

7.3.3 Resource Advisers

Resource Advisers may be used in the Joey Scout Section.

8. CUB SCOUT SECTION

8.1 Cub Scout Section Functioning

Educational outcomes, method, membership, organisation, and leadership are set out in P&R.

8.2 Cub Scout Leaders

8.2.1 Appointment

a) CSLs and ACSLs are appointed on the recommendation of the DC.

b) Females are eligible for both ranks. Those appointed in Guides NSW may also be appointed in the Cub Scout Section provided they meet the Association’s normal requirements.

c) A Cub Scout Pack of mixed membership shall comply with the Inclusive Membership Policy

8.2.2 Qualifications

The special qualifications for CSL and ACSL in addition to the general qualifications are as follows:

a) A general knowledge of “Scouting for Boys”, P&R, O&I Manual, Cub Scout Leader and Cub Scout Handbooks.

b) An understanding of the Personal Protection Policy and Procedures.

c) Age for CSL, not less than 20; for ACSL, not less than 18.

d) To ensure continuity it is most desirable that every Pack should have at least one ACSL, and where a Pack consists of more than three Sixes additional ACSLs, are desirable.

8.2.3 Functions

a) The CSL takes charge of the Pack with the help of any ACSLs, subject to the general supervision of the GL.

b) In deciding matters of internal administration, however, it is desirable that the CSL should as far as possible consult the Pack Council.

8.2.4 Uniform and Badges

CSLs and ACSLs wear uniform and badges as approved.

8.3 The Cub Scout Pack

8.3.1 Each Pack should normally have 2 or 3 Leaders.

8.3.2 Where rural conditions make it impossible to establish a normal Cub Scout Pack, the DC may permit the formation of a Rural Cub Scout Pack holding a full Pack meeting at least once a month. The Cub Scout Leader of such a Pack must be an Appointed Leader, each Six should ordinarily have its own ACSL or failing this, a Youth Helper, and, where possible, the Pack should function in conjunction with an established Group possibly in the nearest town.

8.3.3 Training

a) The training of Cub Scouts should follow a program of meetings and activities largely separate from that of other Sections.

b) Irrespective of whether the Group includes Sea Scout or Air Scout Sections, the members of every Cub Scout Pack shall receive the standard Cub Scout Training without sea or air or other specialised distinction.

8.3.4 The Six

a) The Pack is divided into Sixes, each consisting of six Cub Scouts, including the Sixer and Second.

b) Isolated Sixes maybe established in places where distance or special circumstances prevent the establishment of a Group. The Isolated Six must be attached to a registered Group in the nearest town. For example: 1st Wagga Wagga Group with Red Six meeting at Uranquinty.

- Membership of an Isolated Six should have a minimum of four members and a maximum of twelve members.
- There should be a minimum of one trained Leader and a parent helper.
- The Six is to meet weekly in its own town and monthly with the larger Group a minimum of eight times a year.
- All administration and fees to be handled by the main Group.
- Parents of the Isolated Six will be members of the Group Support Committee.
- Leaders of the Isolated Six and the Group should program together and run similar programs.
- Establishment of an Isolated Six is to be done with the agreement of the RC and Group.
- In the event of the increase in membership of the Isolated Six consideration should be given to the development of a new Group in its place.
- Where there are Lone Scouts in the locality, they should be considered and encouraged to join the Isolated Six.

8.3.5 Sixers and Seconds

a) A Sixer is a Cub Scout appointed by the CSL to lead a Six of Cub Scouts.

b) A Second is a Cub Scout appointed by the CSL, in consultation with the Sixer concerned, to assist the Sixer and to take their place when absent.

c) Sixers and Seconds wear uniform and badges as approved.

8.3.6 Pack Council

a) The Pack Council is an informal body composed of Leaders of the Pack, the Sixers and, if desired, the Seconds.

b) Pack Council consultation is referred to in para 8.2.3 b) of this chapter.

8.3.7 Youth Helper

a) The RC or delegate appoints a Youth Helper on the recommendation of the Group Leader. Where the proposed Youth Helper is a Venturer Scout, Ranger Guide or Ranger, the approval of the Venturer Scout Leader or Guider must also be obtained. Except with the approval of the RC, the number of concurrent Youth Helper appointments to any Pack shall be limited to two with minimum age of 15 years.

- b) Applicants not members of the Scouts NSW or Guides NSW shall serve a probationary period of three months prior to appointment. The probationary period shall commence on completion by the applicant of the Youth Helper application form but not earlier than the fifteenth birthday. On completion of the probationary period the applicant shall make the Scout Promise and become a member of a Group.
- c) Invested members of the Scouts NSW or Guides NSW who are eligible to apply for appointment shall not be required to serve the probationary period prescribed above.
- d) A Youth Helper shall be presented, on the completion of a “Youth Leadership” Course and the necessary probationary period, a cloth badge depicting a Scout Arrowhead and a Boomerang above the right breast pocket or in an equivalent position. NB if worn in conjunction with a Link Badge the latter will be worn nearest the centre.
- e) Applications for appointment as a Youth Helper are made on Form Y9. Non-Venturer Scouts are also required to complete an "Application for Youth Membership" (Form Y1).
- f) The appointment of a Youth Helper shall terminate on the person concerned reaching the age of 18 years.
- g) Youth Helpers may.....
- Attend every Pack Meeting, Pack Holiday, Cub Scout Activity, or Outing.
 - Instruct in one or more of the subjects in the Cub Scout Training scheme.
 - Under the supervision of a Pack Leader pass test work appropriate to the Youth Helper's skills.
 - Run games under the supervision of a Pack Leader.
 - Assist by having gear in readiness for games, activities, etc.
 - Assist in a minor capacity in Ceremonies where appropriate.
 - Attend Seonees.
 - Attend Region functions i.e. Palavers, Annual Meetings, etc. (with the approval of the RC or delegate).
- h) Youth Helpers must not in any circumstances.....
- Take charge of a Pack or any part of a Pack at any time.
 - Perform any role in Ceremonies that is to be carried out only by a Pack Leader.
 - Attend any Adult Training Course.
 - Be a regular visitor at the Group Council.

8.4 Youth Members

8.4.1 The Cub Scout Investiture

Young people become Cub Scouts by investiture, as described in the Investiture Ceremonies Book/Guide, during which they make the Cub Scout Promise. They are then entitled to wear Cub Scout uniform and badges as approved.

8.4.2 Qualifications

Before being invested, a young person, unless previously a Joey Scout who has earned the Cub Scout Link Badge, must, in keeping with their age as described in ‘My Adventure into Cub Scouts’.

8.4.3 Subsequent Training

- a) After investiture, Cub Scouts proceed to qualify for the relevant Badges by passing the tests laid down in the Cub Scout Handbooks.
- b) They may also qualify for the Achievement Badges as set out in the Cub Scout Handbooks.
- c) Cub Scouts may also achieve the Grey Wolf Award as detailed in the Cub Scout Leader Handbook.

8.4.4 Uniform and Badges

A Cub Scout wears uniform and badges as approved.

9. SCOUT SECTION

9.1 Scout Section Functioning

Educational outcomes, method, membership, organisation, and leadership are set out in P&R.

9.2 Scout Leaders

9.2.1 Appointment

- a) SLs and ASLs are appointed on the recommendation of the District Commissioner.
- b) Females are eligible for both ranks. Those appointed in Guides NSW may also be appointed in the Scout Section provided they meet the Association's normal requirements.
- c) A Scout Troop of mixed membership shall comply with the Inclusive Membership Policy.
- d) To ensure continuity it is most desirable that a Troop should have at least one ASL and where a Troop consists of more than four patrols, additional ASLs are desirable.

9.2.2 Qualifications

The special qualifications for SL and ASL, in addition to the general qualifications are as follows:

- a) A general knowledge of "Scouting for Boys", P&R, O&I Manual, Scout Leader and Scout Handbooks.
- b) An understanding of the Personal Protection Policy and Procedures.
- c) Age for SL, not less than 20; for ASL, not less than 18.

9.2.3 Functions

- a) The SL takes charge of the Troop with the assistance of any ASLs subject to the general supervision of the GL.
- b) The SL will, however delegate as far as possible, to the Troop Council all internal matters of discipline, program, and administration including the expenditure of Troop funds.
- c) The SL is responsible for the training of the Patrol Leaders of the Troop in their functions.
- d) The Scout Leader shall ensure that, as far as possible all members of the Troop are given opportunities to develop leadership skills by experience, and are given responsibilities commensurate with their age and development.

9.2.4 Uniform and Badges

SLs and ASLs wear uniform and badges as approved.

9.3 The Scout Troop

It is desirable that a Scout Troop consists of at least two Patrols (8 to 16 Scouts) but, unless approved by the DC, not more than six Patrols.

9.3.1 Troop Council

- a) The Troop Council is a body composed of the Patrol Leaders who shall meet regularly in the presence of the SL. Assistant Patrol Leaders may also be present if desired. The Adult Members of the Troop should normally act in an advisory capacity only.
- b) The Troop Council is responsible for the broad program planning, routine Troop management and for the policies and operations of the Troop, which are within the capacity and experience of its members. It is also responsible for the expenditure of Troop funds in accordance with para 9.2.3 b) of this chapter. The training of Patrol Leaders is also partly carried out through the Troop Council.

9.3.2 The Patrol

- a) The Scout Troop is composed of Patrols, each containing from four to eight Scouts, including the Patrol and Assistant Patrol Leaders.
- b) The Patrol should be the unit as far as possible in all activities.

9.3.3 Patrol Leaders and Assistant Patrol Leaders

- a) A Patrol Leader is a Scout appointed by the SL in consultation and with the Troop Council and the Patrol concerned, lead a Patrol of Scouts.
- b) The Patrol Leaders train their Patrol through activities at Scout Troop and Patrol meetings and camps.
- c) The Patrol Leaders plan the activities for Patrol meetings and camps, with the assistance of their Assistant Patrol Leader and subject to the advice of the SL and the Troop Council.
- d) Patrol Leaders wear uniform and badges as approved.
- e) Assistant Patrol Leaders are Scouts selected by the Patrol Leader with the approval of the SL and Troop Council to assist them to take their place when absent.

f) Assistant Patrol Leaders wear uniform and badges as approved.

9.3.4 Patrol in Council

The Patrol in Council is a meeting of all the Scouts in a Patrol for the discussion of its affairs under the leadership of the Patrol Leader.

9.3.5 Troop Leader

Troop Leaders may be appointed within the Scout Section subject to the following conditions:

- Have been a member of Scouts NSW for at least two and half years or obtained the age of 14;
- Have gained the Scout Explorer Level Cord;
- Have attended a Scout Leadership Course;
- Have been a Patrol Leader for a minimum of six months;
- Have their appointment approved by the Troop Council;
- There must be a minimum of two patrols in the Troop;
- Can only be appointed for a maximum of six months.

a) The minimum responsibilities of a TL are to:

- Act as Chairman of the Troop Council;
- Provide instruction to the new youth members in addition to the instruction provided by Patrol Leaders and Assistant Patrol Leaders;
- Assist Patrol Leaders in programming Patrol meetings and activities;
- Prepare Troop meetings for opening and closing ceremonies;
- When required attend Patrol Activities at the request of the Patrol Leader in an advisory capacity; and
- Such other activities as may be determined from time to time by the Troop Council.

b) TLs wear uniform and badges as approved (see UNIFORM VARIATION).

9.3.6 Youth Helpers

a) A Venturer Scout offering service to the Scout Troop may be appointed as a Youth Helper subject to the approval of the Venturer Scout Leader and the Scout Leader (minimum age 17).

b) Applications for appointment as a Youth Helper are made on Form Y9. Application forms and conditions of appointment are available from the Region Office and the NSW Website.

c) A Youth Helper will have completed a “Youth Leadership” Course prior to commencing service.

d) Service as a Youth Helper will, where possible, not be with their previous Group.

e) Service as a Youth Helper will be for a minimum period of 3 months, maximum of 6 months, with a total of at least 40 hours’ service.

f) A Youth Helper is entitled, on appointment, to wear a cloth badge depicting a Scout Arrowhead above the right breast pocket, or in an equivalent position.

g) The appointment as a Youth Helper under this rule shall terminate when the person concerned attains the age of 18 years.

h) Youth Helper must not in any circumstances.....

- Take charge of a Troop or any part of a Troop at any time.
- Perform any role in Ceremonies that is to be carried out only by a Scout Leader.
- Attend any Adult Training Course.
- Be a regular visitor at the Group Council.

9.4 Youth Members

9.4.1 The Scout Investiture

Young people become Scouts by investiture as described in “The Investiture Ceremonies Book/Guide” during which they make the Scout Promise. They are then entitled to wear the Scout uniform and badges as approved.

9.4.2 Qualifications

Before being invested, a young person unless previously a Cub Scout who has earned the Scout Link Badge must:

- a) Know, understand, and accept the Scout Promise and Law.
- b) Show a general knowledge of the Scout Movement and the development of worldwide Scouting.
- c) Attend three Scout meetings.

9.4.3 Subsequent Training

After investiture a Scout proceeds to participate in the Award Scheme training as detailed in the relevant handbooks.

9.4.4 Uniform and Badges

A Scout wears uniform and badges as approved.

10. VENTURER SCOUT SECTION

10.1 Venturer Scout Section Functioning

Educational outcomes, method, membership, organisation, and leadership are set out in P&R.

10.2 Venturer Scout Leaders

10.2.1 Appointments

- a) VSLs and AVSLs are appointed on the recommendation of the DC.
- b) Females are eligible for both positions. Those appointed in Guides NSW may also be appointed in the Venturer Scout Section provided they meet the Association's normal requirements.
- c) A Venturer Unit of mixed membership shall comply with the Inclusive Membership Policy.
- d) To ensure continuity, it is most desirable that every Venturer Scout Unit should have at least one AVSL in addition to the Venturer Scout Leader and where the Unit consists of more than 20 Venturer Scouts additional AVSLs are desirable.

10.2.2 Qualifications

The special qualifications for VSL and AVSL in addition to the general qualifications are as follows:

- a) A general knowledge of "Scouting for Boys", P&R, O&I Manual and Venturer Scout Leaders Handbook.
- b) An understanding of the Personal Protection Policy and Procedures.
- c) Age for VSL, not less than 23, Age for AVSL not less than 20.

10.2.3 Functions

- a) The VSL takes charge of the Venturer Scout Unit, with the assistance of any AVSLs subject to the general supervision of the GL.
- b) The VSL will, however, delegate as far as possible to the Unit Council all internal matters of discipline and administration, including the expenditure of Venturer Scout funds and in the management of the affairs of the Venturer Scout Unit the fullest possible use must be made of the Unit Council.

10.2.4 Uniform and Badges

Male and Female Venturer Scout Leaders wear uniform and badges as approved.

10.3 The Venturer Scout Unit

A Venturer Scout Unit consists of at least 10 Venturer Scouts and, subject to approval of the members of the Unit, may comprise both girls and boys. Units below the minimum number of 10 are permitted if:

- a) The number of Venturer Scouts within a local geographical area is less than 10 and the DC considers that it is not practical for the Venturer Scouts to join a Unit in another geographical area, or
- b) The membership of a Venturer Scout Unit falls below 10 and the DC is satisfied that the membership will increase to a minimum of 10 within a reasonable period, or
- c) The circumstances within a Group or a local geographical area are such that the DC considers that the formation of a Unit with less than 10 members is warranted, provided always that it is understood the

Association considers that a Venturer Scout Unit of less than 10 members is not in the best interests of the Venturer Scouts concerned.

10.4 Unit Combinations

The DC is responsible for the establishment of Venturer Scout Units within combinations in accordance with the following guidelines:

- 10.4.1 Venturer Scouts from a Scout Group with less than 10 Venturer Scouts may combine with those from another Scout Group or Groups to form a Venturer Scout Unit provided such combination is acceptable to the relative Groups and their members. In these circumstances, a Venturer Scout Unit will be attached to the Scout Group concerned, but the individual members may retain their original Group membership.
- 10.4.2 Where a DC considers that due to circumstances, it is in the best interests of the Venturer Scouts in a local geographical area, they may authorise the formation of a separate Group consisting initially of a Venturer Scout Unit only.
- 10.4.3 Venturer Scouts will be permitted to transfer from one Unit to another within a local geographical area subject to the approval of the DC.

10.5 Teams

The Venturer Scout Unit as required may be sub-divided into ad hoc groups or teams for special purposes, but these are not of a permanent nature.

10.6 Unit Council

- 10.6.1 The Unit Council is a body elected by the Venturer Scouts from its Unit membership to be responsible for the management of the affairs of the Unit. No set numbers are prescribed and its numbers and personnel may vary from time to time according to needs. Venturer Scout Leaders attend its meetings in an advisory capacity but the Chairman of the Council shall be an elected Venturer Scout.
- 10.6.2 The functions of the Unit Council include the general organisation and administration of the Unit, responsibility for the expenditure of its funds in accordance with para 10.2.3 b) of this Chapter, the program of its activities and control of the Award Scheme standards.

10.7 Venturer Scouts in Council

On special occasions as required, a meeting of the complete Unit may be held for the discussion of its affairs under the leadership of one of the Venturer Scouts as Chairman. This body does not replace the Unit Council.

10.8 Combined Meetings

- 10.8.1 Venturer Scouts in a local geographical area may meet together as desired for training or other activities, but such a combination may not be registered as a Zone or Division Unit.
- 10.8.2 Such activities will be stimulated and coordinated by the Region Leader (Venturers) or such other experienced Adult Leader as the RC responsible for the Venturer Scout Section may appoint for the purpose.

10.9 Youth Members

10.9.1 Associate Venturer Scout

An Associate Venturer Scout is a young person who may wish to join a Unit and who remains an Associate Venturer Scout until invested, according to the following:

- a) A new or prospective Unit member may be a recruit or advancing Scout.
- b) Maximum time as an Associate Venturer Scout will be 3 months from the first meeting or activity.
- c) Once an Associate Venturer Scout is invested into the Unit, they are no longer an Associate Venturer Scout. An Associate Venturer Scout needs to :
 - Be accepted by the Unit
 - Know and understand the Scout Law and Promise
 - Participate in 3 Unit activities (at least 1 outdoors and overnight)
- d) Associate Venturer Scouts should pay participation and activity fees as nominated by the Unit Council. Association fees are not payable.
- e) Associate Venturer Scouts may wear Scout uniform if already an invested member.

- f) A sponsor for the Associate Venturer Scout must be appointed by the Unit Council to act as mentor and teacher.
- g) The minimum joining age is flexible around 14 years old, dependent on the young person's level of development.
- h) An Associate Venturer Scout may not participate in Region or State activities (refer para c) above).
- i) Paragraphs b), d), f) and h) must be included in the Unit Constitution.

10.9.2 The Venturer Scout Investiture

Young people become Venturer Scouts by investiture during which the Scout Promise is made or re-affirmed. They are then entitled to wear the Venturer Scout uniform and badges as approved.

10.9.3 Membership Qualification for Venturer Scouts

To be invested as a Venturer Scout the prospective member, unless previously a Scout who holds the Venturer Scout Link Badge, shall satisfy the following membership qualifications:

- a) Know, show an understanding of, and be prepared to accept the Scout Promise and Law.
- b) Participate in three Unit Activities or meetings at least one of which shall be outdoors.
- c) Be accepted by the Unit.

10.9.4 Subsequent Training

After Investiture as a Venturer Scout, a member of the Unit should proceed with the activities to qualify for the Queen's Scout, and Major Interest Awards.

10.9.5 Uniform and Badges

A Venturer Scout wears uniform and badges as approved.

11. ROVER SCOUT SECTION

11.1 Rover Scout Section Functioning

Educational outcomes, method, membership, organisation, and leadership are set out in P&R.

11.2 Name

The name of the section is Rover Scouts, however, members of the Rover Scout Section can be referred as Rovers within the Movement.

Rover Scouts are to be referred to as to as young adults.

11.3 Age Range

The age range for Rover Scouts is from their eighteenth (18) to twenty-sixth (26) birthdays. Linking from Ventures may begin at seventeen and a half (17.5) years but they may not attend a Crew regularly or become a member of the Rover Scout Section until their eighteenth (18) birthday.

11.4 Purpose and Aims of the Rover Scout Section

The purpose of the Rover Scout Section is to help the transition from adolescence to adulthood and support young adults, young women and men in the final phase of their integration into adult society.

The aims of the Rover Scout Section are to:

- a) Provide young adults with opportunities to undertake development through the areas of personal growth (SPICES);
- b) Give young adults the opportunity to discover the challenges of today's world and to develop the motivation and the skills to face them, not only within their community and their country but also at an international level;
- c) Help young adults acquire experience and skills in leadership; and
- d) Help young adults develop their own path in life an actively plan their future.

11.5 Rover Service

The definition of service is: help that a Rover Scout gives to someone, a community or an organisation, to further their own development, especially through the use of scouting skills, ability and knowledge.

11.6 Guiding Aim and Principles

- 11.6.1 The Rover Scout Section of Scouts Australia is an Adult Section that is self-determining in conformity with the Aim and Principles of Scouts Australia.
- 11.6.2 Consistent with this principle, the Rover Scout Section is responsible for making decisions about the rules and methods by which it governs, administers and implements its operations, but in those matters which may affect the general principles of Scouts Australia, other Sections of Scouts Australia or existing relations with other organisations, approval of the Chief Commissioner is required.
- 11.6.3 The Rover Scout Section is a training Section concerned with bringing about the personal development of its members.
- 11.6.4 The Rover Scout Section is comprised of Crews whose members are adults (age range 18th to 26th birthday) with a common interest. Crews need not necessarily be attached to a Scout Group.
- 11.6.5 The structure of Rover Crews should be determined by the needs of the social group concerned.
- 11.6.6 Rover Crews should relate to older and experienced adults who act in an advisory capacity as required by the Crew and its members.

11.7 Aims

- 11.7.1 The aims of Rovering are to:
 - a) Promote active citizenship.
 - b) Provide service to the community and to the Association.
 - c) Provide members with a challenge and the opportunity to develop their personal abilities.
 - d) Enable members to equip themselves to lead a satisfying and useful life.
 - e) Take an active part in the development of the Scout Movement.
- 11.7.2 The activities undertaken should:
 - a) Have appeal and cater for the needs and capacity of members.
 - b) Provide young adults with companionship and good fellowship.
 - c) Provide experience in working within a purposeful group and the opportunity to exercise and develop leadership abilities.

11.8 Appointed Leader

- 11.8.1 A Rover Crew shall have an Appointed Leader.
- 11.8.2 A Leader appointment will be held by:
 - a) The Crew Leader, and/or
 - b) The Rover Adviser as determined by the Chief Commissioner.
 Refer to the section on adult Appointments for Training qualifications.

11.9 Crew Leader

- 11.9.1 The Crew Leader is the leader elected by the Crew from its membership.
- 11.9.2 The Crew Leader assumes responsibility for the management of the Crew.
- 11.9.3 The Crew Leader shall have completed training as listed in the Training Calendar prior to the issue of a Certificate of Adult Leadership.
- 11.9.4 The appointment of Crew Leader is made by the Board of Directors on the recommendation of the Region Rover Council, or if no Region Rover Council, the Branch Rover Council.

11.10 Rover Adviser

- 11.10.1 Rover Advisers are selected by the Crew to perform advisory functions as required by the Crew and its members.
- 11.10.2 A Rover Adviser must have attained his or her 27th birthday. It is normally preferred that a Rover Adviser has attained their 30th birthday.
- 11.10.3 Rover Advisers shall be appointed as such.

11.11 Rover Crew

- 11.11.1 A Rover Crew is usually comprised of ten or more Rovers.

- 11.11.2 Registration of a new Crew requires the recommendation of the Region Rover Council or in the absence of a Region Rover Council, the Branch Rover Council.
- 11.11.3 All Rover Crews must be registered at State Office, and be listed with the Region Rover Council or if no Region Rover Council, the Branch Rover Council in accordance with its rules.
- 11.11.4 Rover Crews may be formed at Group, Region, or State level to meet the needs of the Crew concerned or to provide for special activities or service.

11.12 Composition of Membership

- 11.12.1 A Crew has the right to determine its own membership subject to any requirement specified by the Branch Rover Council.
- 11.12.2 A Rover Crew of mixed membership shall comply with the Inclusive Membership Policy.

HONORARY CONSULTANTS AND ADVISERS

1. PREAMBLE

From time to time and in an effort to minimize costs for services to, or supply of materials for Scouts Australia, Scouts NSW may appoint individuals or companies to act in the capacity of Honorary Advisers, Honorary Providers or Honorary Service Consultants. Such appointments will typically be made from current or former members of the Scout Movement but may come from major suppliers or sponsors who are prepared to support Scouting in this way.

2. OBJECTIVE

Scouts NSW expects the following from such appointments:

- i. Cost effective solutions,
- ii. Validation, merits and suitability of proposals,
- iii. Protection and preservation of Scout heritage, the environment, local government, plus
- iv. For each project, advice and compliance with Federal, State and Local Government.

3. APPOINTMENT PROCESS

Typically nominations for these roles will come from senior members or from committees who are charged with the responsibility of operating Scouting in a quality and cost effective manner. Other members of Scouts Australia who may wish to propose such an appointment must do so in writing to the Chairman of the Board of Directors. Each nomination or proposal **must** be accompanied by:

- A written explanation of why the appointment is appropriate.
- A detailed formal list of the qualifications of the person or company involved.
- Full contact details of the persons and Companies nominated.

The Board of Directors will make the final decision as to the honorary appointment.

4. TERMS AND CONDITIONS

- i Appointments will be for two years with renewal decided by the Board of Directors.
- ii The Honorary Consultant/Adviser will be expected to provide time and knowledge to Scouts Australia free of charge
- iii If the Honorary Consultant/Adviser believes the requested project is outside the scope of the agreement to be provided free, then it must be brought to the attention of the person requesting the project before any work on the project proceeds.
- iv Where an Honorary Consultant/Adviser proposes a fee to be charged for a project, the Board of Directors shall review the proposed charge and may decide to call Tenders from other providers.
- v Reasonable and pre agreed out of pocket Scouts Australia would pay expenses.
- vi Respect and security of Scouts Australia intellectual property must be provided by the Honorary Consultant/Adviser. Compliance with policies relating to Scouts Australia intellectual property must be observed.
- vii Care and safety for any Scout owned material or equipment must be provided by the Honorary Consultant/Adviser.

IMAGERY AND LOGO

1. THE NEW IMAGE

- 1.1** The Scouts Australia logo features the arrowhead of green and the five stars of the Southern Cross in gold. The three elements of the arrowhead portray the three elements of the Scout Promise, the Scout Salute, and stylised eucalypt leaves – a distinctively Australian image.
- 1.2** The Scouting Movement in Australia is known as “Scouts Australia” which is incorporated in the design. This is a trading name and should be used in all marketing and communication materials. The official and legal name remains The Scout Association of Australia. The Australian logo does *not* replace the World Badge, or the Australian flag badge.

2. USAGE OF THE LOGO

- 2.1** It is important that the two elements of the logo are applied properly and correctly to ensure unity and quality of Scouts Australia. Care should be taken to select the right form according to the needs of usage:
- a) The logo should be used primarily to identify Scouts Australia on all stationery and signage for all units of the Association.
 - b) The Scouts Australia logo can also be used on all printed matter, e.g. advertising material, Group notices and letterheads, promotional material, etc.
 - c) The Scouts Australia logotype can be used either on its own or beneath the emblem. If used under the emblem it must be the same width as the emblem.
 - d) If it is proposed that the logo be used on clothing, e.g. T-shirts, uniform or badges, etc. this should be referred to the Communications and Marketing Department.
 - e) The logo should be used on name bars, banners, and display boards, ensuring at all times the correct style and colours are used.
- 2.2** The logo may be reproduced in three colours (PMS Green 342C, PMS Yellow 123C and Black), or in black and white positive, and can also be produced in black and white reverse. The two elements can also be produced for use separately, however if used together can only be positioned as the complete logo.
- ### 3. SUPPORT MATERIAL
- 3.1** A logo kit is available for purchase from Scout retail operations at a nominal cost. It consists of an instruction manual on the logo usage, logo grids etc., as well as a colour guide/print sheet with sample of colour prints, black and white prints, and colour matching swatches.
- 3.2** A computer disk with logo art, lettering format and stationery style can be obtained from State Office by using the same procedures as outlined under State FORMS, or by sending a request by email to info@nsw.scouts.com.au
- 3.3** The logo can also be downloaded from the National website at www.scouts.com.au
- 3.4** A supply of blank colour printed A4 letterheads, which can be used by Formations to overprint their own address etc., can also be purchased from the National Office. Also available are A4 presentation folders with the logo on the front.
- 3.5** All Formations and individual members are strongly encouraged to obtain the logo kit and to use the imagery as specified in the kit.

INSURANCE

1. An extensive summary of the Association's insurance policies is distributed to each Formation annually with its insurance invoice. This 'Summary' has all the necessary information.
2. The Association's Insurance Program runs from November 30 at 4.00 p.m. for 12 months.
3. Formations pay annual contributions to the insurance scheme. Invoices are sent out early each year with census papers and are payable on or before March 31.
4. Willis Australia Ltd has been appointed to manage the Association's Insurance Program.
5. All claim situations MUST BE NOTIFIED IMMEDIATELY to:

Willis Australia Ltd
P O Box Q216
Queen Victoria Building Post Shop
Sydney NSW 1230
Telephone: (02) 9285 4000 (reception)
Direct Fax: (02) 9264 5437
Contact: Ms Melissa Walker
Mr Glen De La Cruz
6. CLAIMS MUST NOT BE REFERRED TO THE STATE OFFICE.
7. ALL CLAIMS MUST BE NOTIFIED IMMEDIATELY.
8. A formal claim should then be lodged within 30 days. Forms available from Willis Australia. Failure to comply with this requirement may result in rejection of the claim.
9. Formations seeking additional insurance cover should, in the first instance, contact the insurance brokers for information and guidance.

INTERNATIONAL

1. STATE INTERNATIONAL FRIENDSHIP TEAM

1.1 The NSW State International Friendship Team makes its members available to provide assistance and information on International Scouting. It has four main duties:

1. Arranging for the welcoming and hosting of Scout visitors from overseas.
2. Encouraging Australian Scouts to meet, in person, Scouts from other countries and to join them in Scouting activities (both in Australia and overseas) and to facilitate such person-to-person contact.
3. Encouraging Scouts to participate in International Scouting events.
4. Encouraging the dissemination of International Scouting information. The State International Friendship Team is made up of representatives appointed by each Region and other persons who may be co-opted on either an ad-hoc or permanent basis.

1.2 For more detailed information concerning the State International Friendship Team, participation in the hosting of overseas Scouting visitors, please contact your Region S.I.F.T. Representative (via the Region Office) or write to the State Commissioner (International) c/- State Office.

2. CORRESPONDENCE BETWEEN COUNTRIES

1. By international agreement, individual members of associations should make their initial written contacts with other associations through their International Commissioner or their nominee, via State Office. This is usually the most effective way of ensuring successful communication and is particularly important where there are language differences.
2. Once contact has been established, copies of correspondence between individuals in different associations should be sent to their respective International Commissioners.

3. AUSTRALIAN PARTICIPATION IN OVERSEAS EVENTS

3.1 Preamble

1. One of the greatest experiences in Scouting Life is attending a Scouting Event overseas. This applies to both youth members and Leaders.
2. For youth members this is an opportunity to make new friends, broaden their outlook and learn to understand other people's customs and cultures by living, working and playing together.
3. Leaders, besides giving guidance and direction to their charges and having a good time themselves, are able to establish links for the exchange of ideas. This is fundamental to the development of Scouting as a vehicle for world peace and understanding.
4. As with anything good in life, certain practices, procedures and policies established by National Office have to be followed, if it is going to work well for all concerned.

3.2 The World Organisation and National Scout Organisations

1. It is important for us in Australia to realise that we are members of Scouts Australia, a National Scout Organisation (NSO) affiliated with the World Organisation of the Scout Movement. Each NSO is an independent entity and although we can claim to be Members of the World Organisation of the Scout Movement, we are not members of every NSO in the World.
2. Although by unwritten convention, the Hand of Friendship and Hospitality is extended to visiting Scouts from abroad, we have no right to expect any special treatment. Whether travelling independently or as part of a Group or Contingent we should remember that we are visitors in our Host's country.

3.3 Invitations

1. Before any member of Scouts Australia can attend a Scouting Event in another country, it must be ascertained from the National Office of the NSO in the host country that our participation is welcome. Only the International office can do this.
2. It cannot be assumed that a personal invitation extended by a member of another NSO to an Australian Scout to attend an Event in their country, is an official invitation. It is not.
3. What the person is really saying is "we would like you to apply through the proper channels to come to our Event". There is nothing wrong with this, provided it is realised that the personal invitation is an encouragement to apply through our system, and not some special permit for us to go off and do our own thing.

4. For most major events, Scouts Australia receives an official Invitation to send a Contingent. National Office decides whether or not a Nationally Organised Contingent will be sent and responds accordingly.

3.4 Nationally Organised Contingents

1. All Australian Scouts attending Events to which Scouts Australia is sending a Nationally Organised Contingent must be part of that Contingent. There is no provision for independent attendance at these Events.
2. Under certain circumstances independent travel or optional touring may be allowed after the Event, but as a general rule all members of the Contingent will travel to the Event using Contingent organised arrangements.
3. The Contingent Leader is appointed by the Chief Commissioner of Australia and is responsible to the International Commissioner for the conduct of the Contingent. As a National Appointee, the Contingent Leader has the full authority of National Office whilst the Contingent is abroad, including the transfer and/or dismissal of Contingent members.
4. A Contingent Fee is payable by each member to 'The Scout Association of Australia'. These fees become the property of T Scouts Australia for which the Association agrees to provide specified services. A Refund Policy is established to cater for members who have to cancel for unavoidable reasons.

3.5 Minor International Events

1. Individuals or groups of Australian Scouts may apply to attend Events to which Scouts Australia is not sending a Nationally Organised Contingent. These are called Independently Organised Contingents. Regardless of the size of the Independently Organised Contingent they are still considered as an official Australian Scout Contingent at the Event.
2. If two or more individuals or groups apply to attend the one Event, they will be linked together to form one Contingent, with one person nominated as the Contingent Leader.
3. All travel arrangements are the responsibility of the individuals concerned. The International office will establish communication with the Event organisers and process application forms. An administration charge is payable to Scouts Australia, in addition to any fees payable to the Event organisers, to cover administration, 2 Australian Scarves, Gumnut Woggle, Name Bar and Presentation Plaque.

3.6 Points to Remember

1. All applications to attend Scouting Events overseas must proceed through Scouts Australia's International Office.
2. Personal invitations do not carry a right of attendance.
3. Leaders attend International Events for the benefit of youth participants.
4. Regardless of whether it is a Nationally Organised Contingent or an Independently Organised Contingent, the Members are representing both their country and Scouts Australia. Their conduct reflects on us all.

A list of forthcoming overseas Events is available from the Region or State Office.

3.7 Jamborees, World and Region

1. World Jamborees are normally held every four years, and are hosted by a National Scout Organisation whose invitation has been formally accepted by the World Scout Conference. World Jamborees are normally open to members of National Scout Organisations, boys and girls, between the ages of 14 and 18.
2. A Join-in-Jamboree comprises activities and events in which *Scouts* of all ages who cannot attend a World Jamboree can participate at home by doing various activities related to the host country and to the program of the World Jamboree itself.
3. Region Jamborees are also held in some Regions of the World Scout Organisation.

3.8 Moots, World (Rover)

1. World Moots are gatherings of members of the senior Sections of National Scout Organisations (traditionally called Rovers) and other young adult members. Participants range in age from 18 to 25. Moots provide an opportunity for young adults to meet together with the objective of improving their international understanding of the world.

4. FRIENDSHIP TOURS

- 4.1** The term "Friendship Tour" shall include any visit overseas by a party of Australian *Scouts*, Leaders, and/or Supporters of Scouts Australia - travelling as Scouts and/or intending to make contact with local Scout units.
- 4.2** Overseas visits by official Australian Nationally Organised or Independently Organised contingents to Scout

Conferences, Jamborees, and Ventures or like functions shall not be regarded as Friendship Tours. Detailed policy and guidelines for the organisation of Friendship Tours are available from the State Commissioner (International). Note that planning for a Friendship Tour needs to begin at least 12 months prior to the commencement of the tour.

5. NSW SCOUT INTERNATIONAL STUDENT EXCHANGE PROGRAM

5.1 The NSW Scout International Student Exchange Program is a 6-8 week educational and cultural experience for Venturer Scouts. It encourages international goodwill and understanding between Australia and other Scouting countries and participants are given the opportunity to experience life in another country through living with a family, attending school and participating in local Scouting activities.

5.2 The program offers international opportunities for both Venturer Scouts wishing to travel overseas and Australian families seeking to host an overseas Scout. Australian Venturer Scouts undertake the program during the summer school holiday period. Overseas Scouts come to Australia between June and August. NSW is currently linked with the United Kingdom, Denmark, and Japan, with plans to expand the Program to other countries.

5.3 For information contact the State Office.

6. INTERNATIONAL CAMP STAFF PROGRAM

6.1 Each year the Boy Scouts of America call for applications from Australian Leaders (male and female) between the ages of 18 and 35 to work as Camp Counsellors during their annual summer camps in the USA for periods of 6 to 8 weeks from June to late August.

6.2 During the camps, Counsellors are required to counsel, supervise, instruct, and test Scouts in outdoor and general merit badge activities. Successful applicants receive room and board at camp, health and accident insurance. Applicants are required to pay their fares from Australia to and from the city in the USA designated by the BSA and any other fees required.

6.3 Details from National Office are promulgated via Region magazines in the last quarter of each calendar year for applications to participate in the following year's program. Applications close at National Office on 1st January each year. Further information is available from the web page of the International Division of the BSA at <http://www.bsa.scouting.org/international/>

7. BADEN-POWELL HOUSE (LONDON)

7.1 Members of the Scout and Guide Movements and their families who visit London may secure accommodation at B-P House. Facilities range from single, twin, three and four bedded rooms to 11-14 bedded dormitories plus lounge, TV, library and reading room, coin-operated laundry, self-service restaurant, etc.

7.2 Write to Baden-Powell House, Queen's Gate, London SW7 5JS.

Telephone: 0011 44 171 584 7031. Fax: 0015 44 171 590 5103.

8. KANDERSTEG (SWITZERLAND)

8.1 The Kandersteg International Scout Centre, in the heart of the Swiss Alps, offers holiday accommodation at modest charges for members of Scouts Australia throughout the year.

8.2 The Centre is high up in the Bernese Oberland of Switzerland and is run by a Director with support from seasonal volunteer staff of young leaders recruited from member organisations throughout the world.

8.3 During mid-December to mid-April a variety of snow and ice activities are offered, and from late June until late August many international Scouting and summer alpine activities are available.

8.4 In addition, one and two week ski courses are conducted in mid-January to mid-April period, and alpine hiking and mountaineering courses of six to nine days are held during July.

8.5 The Centre needs volunteer staff throughout the year but particularly from June to September. Staff members must be at least 18 years old, have a good knowledge of English and one other language and be prepared to work for at least 6 weeks.

8.6 Further information can be obtained by writing to Kandersteg International Scout Centre, CH-3718 Kandersteg, Switzerland.

INTERNET

The current NSW Website can be found at www.nsw.scouts.com.au and the Scouts Australia National site at www.scouts.com.au

There is a National Internet Strategy for NSW Subscribers. Please contact the State Office for more information. Formations are encouraged to develop their own websites and to follow the guidelines in the National Strategy.

JAMBOREE FUND ASSISTANCE

1. TONY BALTHASAR JAMBOREE FUND

- 1.1** Following a bequest to Scouts Australia - NSW from the Estate of the late Dr Anthony Pierre Balthasar, a fund has been established to provide financial assistance to Scout and Venturer Scout members within the State, to enable them to attend Jamborees and similar organised functions such as Corroborees, Ventures, etc. as a member of an official Australian National Contingent or an official Scouts Australia Contingent, both within Australia and overseas.
- 1.2** Under rules established by the Board of Directors, the allocation of awards from the fund is at the absolute discretion of the Tony Balthasar Jamboree Fund Committee. This Committee comprises:
- Chairman appointed by the Board of Directors
 - State Commissioner for Scouts – ex officio
 - State Commissioner for Venturers – ex officio
 - State International Commissioner – ex officio
 - Two members appointed by the Board of Directors (at least one to be a woman)
- 1.3** From time to time, the Committee will make it known that applications for awards to attend specified official functions are invited from Scouts and/or Venturer Scouts qualified to attend. Cub Scouts, Rovers, and Adult Members are not eligible to apply. A closing date by which award applications are to be received at State Office will be specified for each function.
- 1.4** Application kits (as detailed below) are available at State and Region Offices on the request of bona fide applicants.
- 1.5** The awards to be offered will vary both in number and value depending on the year's program of suitable functions, the number and needs of applicants and the funds available. In no circumstances will the amount of an award exceed 75% of the assessed cost of participation in the function. This will include return fares between the applicant's home and the function, plus the fees applicable to the function, but shall NOT include the cost of optional sightseeing or touring before or after the function.
- 1.6** Awards are not transferable. They may only be used by the successful applicant and then only for the purpose for which the award is made.
- 1.7** The Committee will give preferential treatment to:
- a) those applicants whose financial position is such that without an award they would be unable to attend,
 - b) to those whose Scouting achievements within the Group are well above average,
 - c) to those who are showing initiative in raising a significant portion of the costs by their own efforts, and
 - d) to those who have not previously received an award from this or any similar fund.

The decision of the Fund Committee is final.

- 1.8** Application kits include an explanatory sheet, four coloured application forms, three envelopes marked confidential, a pre-addressed return envelope, and an application acknowledgement slip.
- 1.9** **Form TBJF-1 (yellow)** requires the applicant to set out his or her Scouting history and to state what he or she is doing personally to raise part of the costs of attending the function.
- 1.10** **Form TBJF-2 (blue)** is a confidential form for completion by the applicant's parent or guardian giving information to establish that need exists and to nominate the amount of award necessary to ensure attendance. The parent or guardian seals the completed form in one of the confidential envelopes.
- 1.11** **Form TBJF-3 (pink)** is a confidential form for completion by the applicant's Section Leader (or the Group Leader if the Section Leader is the parent of the applicant) and sealed by that Leader in one of the confidential envelopes.
- 1.12** **Form TBJF-4 (green)** is a confidential form for completion by the Group Leader (or the District Commissioner if the Group Leader is the applicant's parent) and sealed by that Leader or Commissioner in the remaining confidential envelope.

1.13 The completed Form TBJF-1, the three sealed confidential envelopes and the application acknowledgment slip are sealed in the pre-addressed return envelope and posted or delivered by hand to State Office so that it reaches State Office on or before the published closing date for award applications. Applications received after the published closing date will not be eligible for consideration and it is the responsibility of the applicant to ensure timely receipt at State Office.

1.14 The contents of confidential envelopes will only be seen by members of the Fund Committee, will be treated in utmost confidence, and are shredded after the awards have been made.

2. NATIONAL BROTHERHOOD FUND

2.1 The Fund comprises a Capital Account from which the interest earned and other income are used for the purpose of the Fund.

2.2 The purpose of the Fund is to:

- a) pay for or assist selected Australian Scouts, who otherwise would not be able to participate in Australian contingents to overseas Scouting events;
- b) provide financial assistance for more Scouts from invited countries to come to Australian Scouting events, such as Jamborees, Ventures, and Moots; and
- c) assist contingents from overseas that arrive in Australia and require emergency assistance to proceed.

2.3 In Scouts NSW, the Tony Balthasar Jamboree Fund Committee administers sponsorships of this and applications should be made on the forms available in the Balthasar Fund Kit.

JOEY SCOUTS

The following additional rules are applicable for Joey Scout overnight activities in NSW and covers Mob Holidays, Sleep-overs, Group Family Camps and Mob Family Camps and Overnight Stays when travelling.

The rules should be read in conjunction with Guidelines for Joey Scout Leaders and Policy & Rules and have been developed in accordance with State Policy on Alcohol, Tobacco, Drug and Other Substance Use.

THIS REVISION: SEPTEMBER 2017					GUIDELINES FOR JOEY SCOUT OVERNIGHT ACTIVITIES				
	SLEEPOVERS		MOB HOLIDAYS		GROUP FAMILY CAMPS		OVERNIGHT STAYS WHEN TRAVELLING		
Duration	Evening until next morning <18 hours		Maximum 2 days		At discretion of each Family.		Where there is authentic need		
Venue*	Approved Scout Hall or other approved venue		Approved venue		Approved venue		Approved venue		
Accommodation	Must have adequate sleeping, cooking, ablution facilities.		Must have adequate sleeping, cooking, ablution facilities and fixed alternative shelter.		With family		Approved venue with adequate sleeping, cooking and ablution facilities		
Tents	At discretion of each Family.		At discretion of each Family.		Camp with parent/family or fixed accommodation		At discretion of each Family.		
Adult Supervision	Parent/guardian for each Joey Scout		Parent/guardian for each Joey Scout		Parent/guardian for each Joey Scout providing all care & accommodation		Parent/guardian for each Joey Scout		
Leader in charge *A First-time Leader must be under guidance of a Leader with overnight stay experience	* COAL Leader in Joey Scout section. In charge and responsible for the program and catering. Must have E1s and M5s on site. Must comply with current policy.		* COAL JSL. In charge and responsible for the program and catering. Must have E1s and M5s on site. Must comply with current policy.		A COAL leader. Parent/guardian responsible for duty of care of the Joey Scouts. Must comply with current policy.		GL, JSL and other section leaders Parent/guardian responsible for duty of care of the Joey Scouts		
Assisting Leaders	COAL leaders preferably trained in Joey Scout section		COAL leaders preferably trained in Joey Scout section		COAL leader preferably trained in Joey Scout section		GL, JSL and other section leaders		
Camp Approval incl. Program	RC JS Approval must be gained prior to notifying parents & Joeys Scouts.		RC JS Approval must be gained prior to notifying parents and Joey Scouts		Group Leader and DC or RC		RC JS		
Program	Relevant to Joey section. Include activities not normally done at meetings. Display program at all times		Relevant to Joey section. Include activities not normally done at meetings. Display program at all times. Wet and dry weather program		Activities can be organized by JSL/Group leaders and should include activities suitable for Joey Scouts		N/A		
Ablutions	Parent /Guardian supervision		Parent /Guardian supervision		Parent /Guardian supervision		Parent /Guardian supervision		
Activities	Provided by Leaders		Provided by Leaders		Provided by Leaders		No structured activities		
Meals	Provided		Provided		Family/ Group to provide		Family to provide		
Cooking Team	Separate cooking team		Separate cooking team		At discretion of Leader in charge of camp.		Joey Scout eats with family		
First Aid	Designated First Aider with a current First Aid Certificate and not the Leader in Charge. Current and checked first aid kit.								
Medications	Must be noted on E1. Medications stored safely & administered by parent/ guardian.								

NOTE: Leaders must remember that the Parent /Guardian has the overall right to remove his/her child from anything they perceive as not being in their child's best interest.

* The provisions of sleeping in Scout Halls must be observed.

COAL means Certificate of Adult Leadership

1. ADDITIONAL INFORMATION

1.1 Program

It is suggested that the Joey Scouts themselves share the responsibility for generating jobs and rules necessary for the Holiday, e.g. setting tables, clearing dishes, washing up routines etc.

1.2 Permission and Approval

Previously, ALL Overnight Activities required the approval of the RCJS.

The Policy has now been changed for "Group Family Camps" which may now be approved by the "GL, DC, or RC".

Therefore Group Leaders and District Commissioners may now approve activities where Joeys are attending a multi-section overnight activity.

For Family Camps it is hoped that each Joey would have a Parent/Guardian onsite.

Fully completed Parent Consent Forms signed by parents (with emergency contact numbers for each Joey Scout) are required for each youth member participating in the activity. It is important to also have relevant medical and dietary information about the Leaders and other helpers, including parents.

Necessary permits for activities such as open fires, fishing, and fossicking must be obtained before the activity is started. All State guidelines on activities must be adhered to.

A kit list should be supplied to each family prior to the activity detailing items required for the Mob Holidays. Leaders should list unsuitable items that Joey Scouts should not bring to the Mob Holidays.

1.3 Safety Features

Ensure all medical, physical and dietary requirements are catered for. It is essential this information be provided before the activity so the Leaders and other helpers can take appropriate action as necessary.

Leaders must have access to a phone during the Mob Holiday for emergencies.

KNIVES

The NSW Government has banned the sale of knives to people under 16 years of age as from 1 May 1998.

The ban means that all knives, including pen-knives and the like, need to be purchased by an adult on behalf of younger people. This person can be a Scout Leader, a parent, or a guardian. Importantly, there is no ban on the use of these knives by under 16s, providing they conform to the requirements of the law.

In addition under the Summary Offences Act 1988 states:

"A person must not, without reasonable excuse (proof of which lies on the person), have in his or her custody a knife in a public place or a school."

A reasonable excuse would be for the participation in a specific activity, where it can be shown the use of a knife is likely to be necessary. e.g. A farmer; tradesman; going fishing; attending training in rope work; camping with eating utensils to mention a few.

Some claim the exemption for educational purposes would cover us. This section is meant to cover the training of people such as chefs; carpenters, and other types of skill training. It is not meant to cover all students such as schoolchildren in general where knives are not intrinsic to their particular course.

It should be noted:

1. Scouts official uniform does not include a knife of any type.
2. The Act states that it is not a reasonable excuse for a person to have custody of a knife solely for the purpose of self defence or the defence of another person.
3. Any knife taken on an activity shall be safely carried in a backpack or other gear bag and shall only be taken out and used where and when it is considered reasonable to do so.
4. The Summary offences Act 1988 states that a knife includes:
 - a knife blade, or
 - a razor blade, or
 - any other blade.
5. Only adults can purchase knives.
6. The adult Leader responsible for each activity will make a judgment whether it is appropriate and necessary in the particular circumstances for any member to take a knife on an activity. Such Leader will be responsible for approving who may take a knife on a particular activity and what type.

Therefore every youth and adult member needs to have due regard to this and always act responsibly when in possession of a knife on any approved individual Scouting activity.

It is important to ensure that the foregoing policy is made clear to all members so that they protect the good standing of Scouting and do not expose themselves to possible police action.

LEGAL PROCEEDINGS

1. The Association is a body corporate under New South Wales Act 26 of 1928. As such it has the power to sue or be sued by others in the courts.
2. State Office should be made aware of any proceedings against the Association without delay. The registered office of the Association (State Office) is "Scout Association of Australia, New South Wales Branch, Level 1, Quad 3, 102 Bennelong Road, Homebush Bay NSW 2128". Formal legal documents such as summonses and other documents that initiate proceedings must be served there to be effective. However, other less formal steps (such as a Solicitor's letter of demand) often precede formal court proceedings and, if received by a local Formation or Region Office, should also be referred to State Office without delay.
3. No legal action or court proceedings should be taken on behalf of the Association against others, without the knowledge and approval of State Office. If proceedings were instituted without authority, this could result in them being dismissed and a personal costs order being made against the person bringing them.
4. Court proceedings will be initiated or defended by a Solicitor taking instructions from State Office. A number of Solicitors are known to local Formations as being ready to accept instructions from the Association. Solicitors on Group Support Committees, Region Honorary Solicitors, etc. may agree to carry out instructions and to give advice for no fee or at a reduced fee or have specialist skills or particular knowledge of the dispute concerned. If the local Formation wishes to recommend the use of such a Solicitor that should be made known to State Office as soon as possible, giving reasons for the recommendation.
5. Except in cases of emergency, such as where an injunction is required at short notice, the normal channel of communication by a Group to State Office is through Region Office. In an emergency copies of correspondence can be sent direct to State Office but a copy should also be provided to Region Office.
6. The extent to which State Office becomes involved in the conduct of the proceedings will depend on the importance of the matter or monetary value of the claim. For instance in a simple dispute to claim a contribution to a new fence for a Group, little more may be needed than a letter or instructions from State Office to a local solicitor recommended by the Group. By way of contrast, proceedings arising from a dispute involving a lease from a local government authority may be seen as particularly sensitive or important. This is because it may create a precedent affecting a large number of such leases held by the Association.
7. In such a case State Office is likely to be in frequent communication with the Solicitor representing the Association concerning steps to be taken in the proceedings.

LONES

1. NSW Lone Scout Group's aim is to provide Scouting for all youth from Joey Scouts to Rovers who cannot attend normal active meetings.
2. Young people living in remote areas of NSW or in small or isolated communities that are unable to develop a Group formation, youth from Groups that have closed, and youth with special needs, through the Lones Group, can be offered a challenging program of activities and achievements.
3. For contact details call the State Office.

LORD BADEN-POWELL SOCIETY

1. In 1985 a group of concerned citizens realised that Scouts Australia needed to marshal private support in order to sustain its program. They formed the Lord Baden-Powell Society.
2. Donors to the Lord Baden-Powell Society are friends of the youth of Australia. Their friendship is vital to the programs of The Association. Supportive of its goals and committed to its program, they have joined together to support its work with the leaders of tomorrow. They have undertaken a personal commitment to its future. Donors are sourced from 'Acquisition Mailings' three times per year.
3. The contribution of dollars by the Lord Baden-Powell Society donors provides a significant source of unrestricted funds. There are at present three levels of donors. They are:

Member Donor	Donation of \$165 to \$274 per annum
Leadership Donor	Donation of \$275 to \$999 per annum
Patron Donor	Donation of \$1,000 and above
4. Annually the donations received are distributed to the States of Scouts Australia. The percentage of the annual distribution each State receives is based on the state of origin of the Donors to the Society.
5. The Society also has a Jamboree Fund making an appeal to Society members each year, to contribute in addition to their annual donation. From this fund grants are given to States to enable youth members who couldn't afford to attend both National & International events.
6. In addition there is the Heritage Club to recognise those members who have advised that they have made or intend to make a bequest to The Scout Association of Australia.

Please call or write to the Manager, for further information. The address is:

Lord Baden-Powell Society
The Scout Association of Australia
P O Box 216
THORNLEIGH NSW 2120
Telephone: (02) 9980 5155
Facsimile: (02) 9980 5166
Email: lbsps@scouts.com.au

MAGAZINE

1. "Scouting in New South Wales" is published regularly.
2. Contributions including photographs should be forwarded to the Editor via the State Office by mail or email editor@nsw.scouts.com.au. Articles should be 200 words long and if sending or emailing electronic photos the resolution needs to be a minimum of 300 DPI.
3. Youth and adult E-newsletters are sent to subscribers. To subscribe contact the State Office.

MAJOR EVENTS

PROCEDURES & GUIDELINES FOR STATE LEVEL EVENTS

Date; May 1st, 2007

State Level Events are those conducted under the control of the responsible State Section Commissioner who typically manages the event through a team of suitably experienced people. It is an event that is open to members state wide and invitees from interstate. It may not be a registered National event. It does not include events organized by a Region or District which may be open to state wide members. It is recommended that part or all of these procedures be put in place at such events so as to follow these guide lines.

1. Establishment of Management Team

In establishing the team to put the event together at least one State Office representative should be invited to the first meeting. This attendee can provide input on how the procedure will happen and answer questions on any office process.

2. Budgets (Set up and Approval)

All financial budgets for State must be approved by the Finance Committee and the Board of Directors. At the present time meetings of these committees are timed to permit approval to be a one month cycle. In view of this it is necessary to put together the budget for the planned event as soon as possible as this allows the publishing of fees etc. It is vital that in the initial planning all potential costs are considered well before the budgets and fees are established. The Deputy Chief Commissioner (Major Events) is available to advise in this area as well as the General Manager. The budget should be established on the zero based budgeting concept. This simply means you establish all potential costs and set attendance prices to recover these costs plus a 10% unforeseen circumstances buffer. A more detailed model is available from the State Office Finance and Accounting section.

3. Schedule of Fees

After calculating costs for the event we should then establish the fees. As a principle we do not want to see youth members covering the cost of adults attending these events. We recognize that youth members should pay more as they participate in more of the programs and benefits. In setting fees we recommend several levels of fees be set. These are:

- a) Youth Members (Full time attendance only)
- b) Leaders and Adults attending full time
- c) Leaders and Adults attending part time
- d) Withdrawal Fees

The committee may propose exemptions in special circumstances but the cost of any such variances are to be reflected in the budget costs.

4. Eligibility to Attend

All members attending a State Event must be registered members of Scouts Australia, New South Wales Branch unless they are attending from another State where they are registered in that state. Interstate attendees will be required to produce proof of membership at the time of attending. Proof of registration will be required for all attendees and facilities will be provided for on line real time checking of current registration. Any non registered person turning up will be refused access. Adults attending to assist in support roles should be parents or carers of registered youth members or others known to the association. All non leaders attending must sign a Prohibited Employment Declaration which will be checked at the time. All section age requirements where applicable must be adhered to unless there are medical reasons, which must be verified by a medical report from the applicant's doctor. These will be verified at the time of registration. Final approval of an application is at the discretion of the event Director/Leader. This decision cannot be appealed.

5. Use of Alcohol at Event

Any proposed consumption of alcohol at a State Level Event **must be approved in writing** by the Chief Commissioner prior to the event. Strict adherence for use of alcohol as specified in State Policies is required **if** approval is granted. NSW State laws must also be adhered to.

6. Security at the Event

In planning the event security at all venue access points must be provided on a 24hr per day basis. Appropriately qualified people should be used for this task. Any costs with providing for these people or facilities required must be included in the budget. Particular care should be taken to cover all Youth Member Protection Requirements.

7. Application Forms (All sections must be completed fully)

All application forms to attend must be submitted to the State Event Registration Office at Homebush a generic form will apply to all events. We will make allowances for the inclusion of items which may be specific to certain sectional events. Leaders responsible must ensure that parents or guardians where applicable must fill all relevant details and sign the form. Leaders, Adults and Rovers must sign themselves. In events where assistance of parents or other adults is required they all must sign and submit them to the office prior to attending the event a Prohibited Employment Declaration (PED). Particular care should be taken that the Youth Members attendance has been recommended by all the relevant people. These include the Section Leader, Group Leader/Leader in Charge and Regional Commissioner. Final approval is the sole right of the Director/Leader of the event.

8. Medical Page of Application Form

Special attention should be paid to the details shown on the Medical Section of the application form. Should any Medical or Physical condition be shown at the time of application any changes that occur in the time leading up to the event it is the responsibility of the parent or guardian to notify the Youth Members Leader or in the case of adults or leaders to notify the State Office. We would also ask that all checking Leaders make sure a valid emergency contact is provided.

9. Special Dietary Requirements

All notified dietary requirements must be accompanied by a full medical report from the applicant's doctor. This should take the form of an official Doctors Certificate/Letter.

10. Withdrawal from an Event

Should a member need to withdraw from an event due to unforeseen circumstances a formal application must be completed. The authorization for this withdrawal must be signed by the same Leaders who recommended the attendance. The established withdrawal fee must be paid by the applicant.

11. Accreditation for the Event

Only members who are registered on the State Data Base will have their position and attendance of the event recorded. Day workers, part time workers or parents will not have their attendance recorded.

12. Independent Travel

Where the event requires participants to travel as a group or contingent a transport fee must be charged. This can be included in the overall fees or charged separately. Requests for independent travel may be considered by the event Director/Leader. Any such requests should clearly set out the reasons and if there are medical reasons then a Doctors Certificate should be provided. It is recommended that any such travel not be exempted from paying the transport fee. The final approval of independent travel is at the discretion of the event Director/Leader. Any decision cannot be appealed.

MEDALS

1. The medals associated with Gallantry, Meritorious Conduct and Good Service are normally worn on such Scouting occasions as Group, Region and State Annual Meetings, Scouting funerals (when attending in uniform), Good Service Award Ceremonies, Queen's Scout Presentations at Government House, and on any formal Scouting occasion where it is specifically stated that Scouting decorations should be worn. Medals are also worn when a Leader is attending a State function as a representative of Scouts Australia, e.g. reception for a visiting Head of State.
2. Scouting decorations may be worn with evening dress on appropriate occasions, such as some mentioned above, but it is not common to wear them with street clothes, e.g. lounge suit or day dress generally. P&R "Decorations and Awards" gives advice as to the position on the uniform where the cloth emblems and medals, etc., are to be worn.

MEDIA POLICY

Scouts is the largest youth development organisation in Australia and is a leader in the non-formal education sector. The Scouting Program prepares young people (female and male) aged 6-25 for business and community leadership. It is an established and highly respected community organisation.

At Scouts Australia NSW, it is our aim to communicate the Association's key messages and demonstrate the benefits of Scouting to families, business and government in order to support our mission, objectives, and Strategic Plan.

Media Policy

This policy outlines the coordination of contact between Scouts Australia NSW and the media.

It is designed to ensure that we respond to the media's request for information accurately and fully and to ensure that the response does not contravene issues of a legal or confidential nature. We aim to be courteous and professional at all times.

For the purpose of this policy, media contact includes:

- responding to media enquiries over the phone and via email
- providing information via media releases or statements
- disclosing information to the media
- letters to the editor
- interviews or briefings
- comments on talkback radio
- addressing a seminar or conference where the media are present
- and media activities for events, reports, and launches

Contact by the Media

Employed Staff Contacted by the Media

Employed staff will not initiate media contact or respond directly to media enquiries.

If employed staff are contacted directly by a journalist, they will request the journalist's name, contact details, publication, and deadline. This information should be passed promptly to the Communications and Development Manager and the journalist told that this will happen.

Members of Scouts Australia NSW Contacted by the Media

Except where outlined below, Members of Scouts Australia NSW will not initiate media contact or respond directly to media enquiries.

If a Member of Scouts Australia NSW is contacted directly by a journalist, they will refer the journalist to the Communications and Development Manager.

Spokesperson

The Chief Commissioner or the General Manager (or their delegate) will serve as the Scouts Australia NSW spokesperson.

At times and depending on the issue, a person other than the Chief Commissioner or General Manager may be asked to be a spokesperson due to their knowledge, experience and expertise.

Spokespeople will be briefed prior to the interview and debriefed after.

Contact with the media will be through the Communications and Development Manager (or delegate).

Responsibilities

The Chief Commissioner and/or General Manager (or their delegate) is responsible for approving all external content for media including media releases, media statements and letters to the editor.

For identified issues, the media enquiry and the organisation's responses are to be logged by the Communications and Development Manager (or delegate).

Confidentiality

The release of any information will remain consistent with the organisation's privacy policy.

Authorised Media Contact at the Local Level:

Scouts Australia NSW recognises that there are times when Scout Groups, Districts and Regions will contact the local press to promote Scouting and generate positive media for the local Group, District or Region.

The following are examples of appropriate media contact at a local level:

- Youth or Adult Members receiving a special award in Scouting – i.e. Joey Promise Challenge, Grey Wolf, Australian Scout Medallion, Queen's Scout Award, Baden-Powell Award, Adult Recognition Award
- Scout Group holds an Open Day, Recruitment Drive, Fundraising Drive
- ANZAC Day participation, Citizenship Ceremony Participation

Please Note: This list is not exhaustive.

For 'local' media contacts (local newspapers) a Group Leader, District Commissioner, or Region Commissioner is authorised to make comment on local Scouting issues as outlined above.

If time permits, the Group Leader, District Commissioner, or Region Commissioner should contact the Communications and Development Manager to advise of the impending story or the comment envisaged. This gives Scouts Australia NSW an opportunity to value add to the media enquiry. Additionally, this process provides an early warning of a potential State level media enquiry.

If time does not permit prior to the media contact, the Group Leader, District Commissioner, or Region Commissioner should advise the Communications and Development Manager at the earliest opportunity post interview or publication.

Breaching this Policy

If a Member of Scouts Australia NSW is found to be in breach of this policy, it will be reported to the Chief Commissioner and/or General Manager.

MEMBERSHIP OF SCOUT NSW

In accordance with P&R persons may be admitted to membership of a State in accordance with that States Constitution and the Act of Incorporation.

1. CATEGORIES OF MEMBERSHIP

The following categories of Youth and Adults are considered members of Scouts NSW, so long as they are properly serving in the position enumerated:

1.1 Scout

1. A *Scout* is a registered member of a Section of a Group or Rover Crew. Such membership takes effect from the date of registration.
2. A new recruit must complete an “Application for Youth Membership” (Form Y1). Between the date of completion of this application and being registered a young person is regarded as a provisional member and will be covered by the Association’s insurance policies.
3. A young person participating in any of the Association’s activities or functions before having completed an “Application for Youth Membership” does so as a ‘guest’ of the Association and is not a member (this includes an Associate Venturer Scout). The responsibility of the Association to such a ‘guest’ is subject to Common Law unrelated to the question of membership.

1.2 Leaders

Leaders are appointed at different levels as detailed in the Adult Appointment Procedures a recruit is first deemed to be a prospective Adult Member progressing through a series of checks and training securing Adult Membership, Associate Leadership and potentially full Leadership. According to the appointment held either a Certificate of Adult Appointment and / or a Certificate of Adult Leadership will be issued. The broad categories of appointment are:

1. **Commissioners** appointed at State and Region Level, to provide leadership and management in:
 - Implementing the strategic and operational plans for the Association.
 - Recruiting, developing and effectively deploying the adult resources of the Association.
 - Effectively utilising the physical and financial resources of the Association.
 - Representing the State in the community.
2. **Leaders** appointed at State, Region, Group and Section level, to provide leadership and facilitation of the development of young people by:
 - Operation of the youth program.
 - Operation of specialist youth activities.
 - Management of a Scout Group.
3. **Advisers** appointed at State, Region, and Group level, to facilitate:
 - The development of adult roles in Scouts Australia, or
 - Provide expertise in the conduct of specialist activities.
4. Personal Leader Advisers, Instructors of Adults, Assessors, and Trainers are appointed under the conditions of P&R.

A Schedule of Approved Leader Appointments is provided in this O&I Manual.

1.3 Associate Leaders

Scouting recognises that not all adults can make a full time commitment to becoming an adult Leader. This said many adults are willing to give of their talents in a part time capacity. To facilitate this the role of an Associate Leader has been established. The following guidelines apply to this appointment:

1. An Associate Leader is attached to a Formation (i.e. Group, District, Region, etc.). Within a Group an Associate Leader can be attached to a specific Section.

2. Term of appointment is initially for 12 months and renewable.
3. There is to be no compulsion upon the Associate Leader to take up full time leadership unless this is their specific wish.
4. A Mutual Agreement, like other Leader appointments, is to be completed. All other normal application processes apply.
5. Limited training is required (refer to Adult Training and Development section of this O&I Manual)
6. An Associate Leader is not to be left in “sole” control of youth. They must have a fully appointed Leader with them.
7. Full time Leaders may transfer to part time leadership (i.e. an Associate Leader) by applying in the normal fashion (refer Adult Leader Appointment section of this O&I Manual). However, in doing so, the Leader accepts the limitations of the role.

1.4 Reserve Leader

This appointment is no longer available. Any Leader seeking a less demanding / alternate role should consider appointment as an Associate Leader in consultation with their District commissioner

1.5 Honorary Leader

1. Honorary appointment as Commissioner, Leader, or Adviser is made at the discretion of the Chief Commissioner based upon the recommendation of the local Formation.
2. An Honorary appointment is reserved for Leaders who have given service of a very high standard to Scouts Australia over an extended period and who, for valid reasons cannot continue as an Appointed Leader. They are appointed as an Honorary Commissioner, Leader, or Adviser of the Formation in which they last served. The appointment is made by the Chief Commissioner on the written recommendation of the Region Commissioner.
3. Before a recommendation for an Honorary appointment is made, consideration should be given to the alternate position of Adviser.
4. Other considerations for the recommendation for Honorary appointments should be:
 - a Leader should normally have at least 30 years' service,
 - a Leader holding an Honorary appointment should be available for duties as and when required,
 - an Honorary appointment is acknowledgment of past good service to Scouts Australia,
 - an Honorary appointment is not a continuation of existing service,
 - the Formation proposing the appointment must recognise and accept the costs involved (e.g. cost of registration fees etc.).
5. A Leader holding an Honorary appointment:
 - wears the scarf of their former Group, Region or Scouts NSW,
 - is subject to review every three years,
 - may wear uniform as per P&R.

1.6 Fellowship Member

Please refer to the separate section of this Manual – Scout Fellowships.

1.7 Office Bearer or Supporter

1. Scouting provides training in leadership and citizenship. The active support of men and women in all walks of life is necessary if Scouting is to have solid foundations in the social life of the local community that it seeks to serve. Every endeavour should be made to enlist the support and interest of as wide a circle of people as possible, in their capacities as parents, employers, leaders of government, community and welfare.
2. A number of roles in Scouting are held by non-uniformed office bearers and other supporters. At Group level, the Region Commissioner should encourage Group Support Committees to have adequate membership, recruited from parents, other interested people, or members of the sponsoring body. Non-uniformed supporters can also be enlisted for such important tasks as badge examiners, quartermasters, resource advisers, instructors, and secretarial help to Groups and other Formations. It is a responsibility of all Leaders to interest as many people as possible in order that knowledge may be spread of the aims, methods, and benefits of Scouting.
3. Office Bearers and Supporters at State, Region and Group level are adults appointed or elected to positions for the:
 - Discharge of specific responsibilities and accountabilities;
 - Ensuring of the good practice in governance and strategic development;
 - Support of Commissioners and Group Leaders in ensuring the resources of the Association (people, physical and financial) are developed and deployed in accordance with the strategic and operational plans of the Association.
4. Office Bearers are those elected or appointed to the following specific management roles at either State, Region or Group level where applicable, for example:

▪ President	▪ Assistant Secretary
▪ Vice-President	▪ Treasurer
▪ Chairman	▪ Assistant Treasurer
▪ Deputy Chairman	▪ Group Manager
▪ Secretary	
5. Supporters are other adults not in uniform providing support and assistance to Scouts Australia at any level, including elected or appointed members of Region Councils and the Branch Council. At a National level, these people are referred to as “Associates”.
6. Membership of the Association takes effect from the date of election or appointment and is confirmed by notation of any such election or appointment in the Minutes of the official records of the relevant Formation.

2. ADULT LEADER MEMBERSHIP REQUIREMENTS

2.1 Application for adult membership requires commitment to the:

- Scout Law and Promise
- Aim, Principles and Methods of the Association
- Code of Conduct
- Adherence to the Policy and Rules of the Association and its States
- Role and responsibilities of adults in Scouts Australia
- Duty of Care
- Providing an authority for the Association to make enquiries concerning the suitability of the applicant for the appointment.
- An agreement to undertake appropriate training and personal development.

2.2 Appointments to the position of Commissioner, Leader and Adviser including Honorary positions are valid for an initial period of 3 years and are dependent upon the issue of a Certificate of Appointment and (where applicable) Certificate of Adult Leadership which may require the acquisition and development of knowledge and skills necessary for each appointment and the individual’s personal development as outlined in P&R.

2.3 A Certificate of Adult Appointment ceases to be effective on the holder discontinuing, or failing to perform the duties for which it was issued.

2.4 At the conclusion of the 3 year period, the performance of the adult is to be reviewed by the District Commissioner (in consultation with the Group Leader), Region Commissioner's delegate or Chief Commissioner's delegate and the appointment either be renewed, reassigned or retired under the conditions of P&R.

2.5 Membership may be cancelled at any time at the discretion of the Board of Directors under the provisions of P&R and Scouts NSW procedures.

3. INCLUSIVE MEMBERSHIP POLICY

Scouts NSW, encourages membership, in all *Scout* Formations, of both males and females in the *Scout* Program.

3.1 Membership in a Scout Group

All members of Groups will be given an equal opportunity to participate in the full scope of the Scout Program. Choices will be made according to individual interests, needs, desires, abilities, qualifications, and skills.

3.2 Implementation of the Scouting Program in Groups

The current applicable program will apply to both male and female members.

1. In a Cub Scout Pack in which boys and girls are members, Sixes will be composed according to the needs of the Pack.
2. In a Scout Troop in which boys and girls are members, the patrols will be composed according to the needs of the Troop.
3. The age ranges applicable to Joey Scouts, Cub Scouts, Scouts, Venturer Scouts, and Rovers apply equally to boys and girls.

3.3 Overnight Activities

1. Current policies, guidelines, and rules regarding overnight activities, such as Pack holidays, camping and sleepovers are in place for each Section.
2. Accommodation arrangements shall be in accordance with the Activity Accommodation Policy and the Overnight Activities policies of the Joey Scout and Cub Scout Sections.

3.4 Adult Members

In a Group, it is desirable to have both male and female Leaders in each Section. However, if a Section loses the services of a Leader so that the desired composition is no longer possible, it may continue to operate as a Section with at least one Leader, provided that:

1. The Group can show that it is conscientiously attempting to obtain a replacement Leader to re-establish the desired composition of Leaders.
2. To ensure that adequate adult male and female supervision is provided, the Section Leader or Group Leader arranges for a suitable parent/helper approved by the Group Leader, to be present and provide assistance at activities.

3.5 Transfer of Membership

All youth members, should they wish to transfer to another location, are to contact the appropriate Region Office for details of the nearest most appropriately resourced Group.

SCHEDULE OF APPROVED LEADER APPOINTMENTS AND TRAINING REQUIREMENTS

APPOINTMENT	ABBREVIATION	TYPE	ALLOWABLE NO	MIN AGE	TRAINING REQUIRED	NOTES	COLOUR BARS(Old uniform)
GROUP							
GROUP LEADER	GL	Leader	1 per Group	25	Introductory Interview Basic Leadership 1 Basic Leadership 2 Group Leader In-service Group Leader Basic Leadership 3 Certificate III Workbook	Requires prior approval of Region Commissioner	White
ASSISTANT GROUP LEADER	AGL						
JOEY SCOUT LEADER	JSL	Leader	1 per Mob	20	Introductory Interview		Tan
ASSISTANT JOEY SCOUT LEADER	AJSL		As required	18	Basic Leadership 1		Yellow
CUB SCOUT LEADER	CSL		1 per Pack	20	Basic Leadership 2		
ASSISTANT CUB SCOUT LEADER	ACSL		As required	18	In-Service (relevant section)		Green
SCOUT LEADER	SL		1 per Troop	20	Basic Leadership 3 (relevant section)		
ASSISTANT SCOUT LEADER	ASL		As required	18	Certificate III Workbook		Maroon
VENTURER SCOUT LEADER	VSL		1 per Unit	23			
ASSISTANT VENTURER SCOUT LEADER	AVSL		As required	20			Red
ROVER ADVISER (Responsible)	RA (Resp)		1 per Crew if no CDL	27			
ROVER ADVISER (Not Responsible)	RA (Not Resp)		2 per Crew if no RA (Resp) 1 per Crew if RA (Resp)				
CREW LEADER	CDL		1 per Crew If no RA (Resp)	18	Rover Introduction or Introductory Interview Rover Programming or Basic Leadership 1 & 2 Rover In-Service Rover Basic Leadership 3	Valid for 1 year	
ASSOCIATE LEADERS	AL		As required	18	Introductory Interview Basic Leadership 1	Yearly review	Orange

APPOINTMENT	ABBREVIATION	TYPE	ALLOWABLE NO	MIN AGE	TRAINING REQUIRED	NOTES	COLOUR BARS(alt uniform)
GROUP ADVISER	Group Adviser	Adviser	As required		As determined by the RC (ATD)		Orange
GROUP MANAGER	Group Manager						
REGION							
REGION COMMISSIONER	RC	Commissioner	1 per Region	25	Introductory Interview Basic Leadership 1 Basic Leadership 2 LOA In-Service LOA Basic Leadership 3 Certificate III Workbook Hold a Wood Badge relevant to specific appointment		Purple
DEPUTY REGION COMMISSIONER	DRC			Requires prior approval of Chief Commissioner			
REGION COMM (JOEY SCOUTS)	RC (JS)						
REGION COMM (CUB SCOUTS)	RC (CS)						
REGION COMM (SCOUTS)	RC (S)						
REGION COMM (VENTURER SCOUTS)	RC (VS)						
REGION COMM (ROVERS)	RC (R)			27		Requires consultation with RRC	
REGION COMM (ACTIVITIES)	RC (Act)			25			
REGION COMM (ADMINISTRATION)	RC (Adm)						
REGION COMM (ADULT TRNG & DEV)	RC (ATD)			30		Plus be a member of the National Training Team	
REGION COMM (COMM & PR)	RC (CPR)			25			
REGION COMM (DEVELOPMENT)	RC (Dev)						
REGION COMM (DISABILITIES)	RC (Dis)						
REGION COMM (INTERNATIONAL)	RC (Int)						
REGION COMM (MULTICULTURAL)	RC (Mult)						
REGION COMM (YOUTH PROGRAM)	RC (YP)						
REGION COMM (SPECIAL DUTIES)	RC (SD)			As Required			
DISTRICT COMMISSIONER	DC						
ASSISTANT DISTRICT COMMISSIONER	ADC						
REGION COMM (OPERATIONS)	RCO						
ASSIST REGION COMM (OPERATIONS)	ARCO						

APPOINTMENT	ABBREVIATION	TYPE	ALLOWABLE NO	MIN AGE	TRAINING REQUIRED	NOTES	COLOUR BARS (old uniform)
REGION OFFICE MANAGER	ROM				As determined by the RC and RC (ATD)	Professional Leaders only	
REGION ACTIVITY CENTRE MANAGER	RAC Manager						
REGION ACTIVITY CENTRE WARDEN	RAC Warden						
REGION PROJECT COMMISSIONER	Reg Proj Comm					Valid for term of project	

SCHEDULE OF APPROVED LEADER APPOINTMENTS AND TRAINING REQUIREMENTS (cont)

APPOINTMENT	ABBREVIATION	TYPE	ALLOWABLE NO	MIN AGE	TRAINING REQUIRED	NOTES	COLOUR BARS(Old uniform)
DISTRICT LEADER (JOEY SCOUTS)	DL (JS)	Leader	As required	25	Introductory Interview		Tan
DISTRICT LEADER (CUB SCOUTS)	DL (CS)				Basic Leadership 1		Yellow
DISTRICT LEADER (SCOUTS)	DL (S)				Basic Leadership 2		Green
				LOA In-Service			
DISTRICT LEADER (VENTURER SCOUTS)	DL (VS)			LOA Basic Leadership 3	Maroon		
DISTRICT LEADER (ROVERS)	DL (R)			Certificate III Workbook	Red		
DISTRICT LEADER (ADMINISTRATION)	DL (Adm)			Hold a Wood Badge relevant to specific appointment	Blue		
DISTRICT LEADER (ADULT TRNG & DEV)	DL (ATD)						
DISTRICT LEADER (DEVELOPMENT)	DL (Dev)						
DISTRICT LEADER (YOUTH PROGRAM)	DL (YP)						
DISTRICT LEADER (ACTIVITIES)	DL (Act)	18	Introductory Interview Basic Leadership 1 Basic Leadership 2 Activity Leader In-Service Activity Leader basic Leadership 3 Basic Specialised Activities Certificate III Workbook	RC (ATD) & RC(Act) may decide that certain DL(Act) appointments require completion of Basic Training in the Leader Development Program (Part 2) in which case minimum age will be 25			
DISTRICT LEADER (CAMP WARDEN)	DL (Warden)	Asst Warden	As determined by the RC and RC (ATD)	25			
DISTRICT LEADER (ASSIST CAMP WARDEN)	DL (Asst Warden)						
REGION ADVISER	Reg Adviser	Adviser					Orange

APPOINTMENT	ABBREVIATION	TYPE	ALLOWABLE NO	MIN AGE	TRAINING REQUIRED	NOTES	COLOUR BARS(Old uniform)
STATE							
DEPUTY CHIEF COMMISSIONERS	DCC	Commissioner	As appointed by Chief Commissioner	26	Introductory Interview Basic Leadership 1 Basic Leadership 2 LOA In-Service LOA Basic Leadership 3		Purple
ASSISTANT CHIEF COMMISSIONERS	ACC						
STATE COMMISSIONERS	SC						
STATE COMM (ADULT TRNG & DEV)	SC (ATD)			30	Certificate III Workbook Hold a Wood Badge relevant to specific appointment	Plus be a member of the National Training Team	
STATE COMM (ROVERS)	SC (R)			27		Requires consultation with SRC	
STATE PROJECT COMMISSIONER	State Proj Comm			21	As determined by the SC (ATD)	Valid for term of project	
FIELD DEVELOPMENT COMMISSIONER	Field Dev Comm						
ASSISTANT STATE COMMISSIONER	ASC						
STATE ACTIVITY CENTRE MANAGER	SAC Manager						
STATE ACTIVITY CENTRE WARDEN	SAC Warden						
STATE ACTIVITY LEADER	SAL	Leader		18	Introductory Interview Basic Leadership 1 Basic Leadership 2 Activity Leader In-Service Activity Leader basic Leadership 3 Basic Specialised Activities Certificate III Workbook	SC (ATD) & SC(Act) may decide that certain SAL appointments require completion of Basic Training in the Leader Development Program (Part 2) in which case minimum age will be 25	Blue
STATE ADVISER	State Adviser	Adviser		21	As determined by the SC (ATD)		Orange

SCHEDULE OF APPROVED LEADER APPOINTMENTS AND TRAINING REQUIREMENTS (cont)

The following appointments are “secondary appointments” and are to be held concurrently with another adult appointment.

The exception to this rule applies to Instructors of Adults who do not hold a primary appointment (“Advisers”)

APPOINTMENT	ABBREVIATION	TYPE	ALLOWABLE NO	MIN AGE	TRAINING REQUIRED	NOTES	COLOUR BARS (old uniform)
STATE PERSONAL LEADER ADVISER	PLA	Adviser	As required	No younger than appointee	Training of Trainers * Level 1 : Part 3 Hold a Wood Badge – other appointments by approval of RCAT&D & SCAT&D	Minimum two years’ Adult Scouting experience. Requires prior approval of RC (ATD) and endorsement of SC (ATD). Valid for three years.	Colour of primary appointment
		Instructor		Leader	18	Training of Trainers * Level 1 : Part 2 * Competency in specific Activity Area Wood badge or Cert IV Assessor & Workplace Trainer or equivalent qualifications	
INSTRUCTOR		Adviser			Training of Trainers * Level 1 : Part 2 * Training of Instructors * Competency in specific Activity Area		Orange

APPOINTMENT	ABBREVIATION	TYPE	ALLOWABLE NO	MIN AGE	TRAINING REQUIRED	NOTES	COLOUR BARS (old uniform)
STATE ASSESSOR	Assessor	Leader		25	Training of Trainers * Assessing Trainees Module * Competency in specific Area for Assessment Hold a Wood Badge Desirable to hold Cert IV Assessor & Workplace Trainer or equivalent qualifications	Minimum three years' Adult Scouting experience. Requires prior approval of RC (ATD) and SC (ATD) and endorsement of Chief Commissioner.	Colour of primary appointment
STATE ASSISTANT TRAINING COMMISSIONER	ATC	Commissioner	As required	25	Training of Trainers * Level 1 : Parts 1, 2, 3 & 4 * Assessing Trainees Module Hold a Wood Badge Desirable to hold Cert IV Assessor & Workplace Trainer or equivalent qualifications	Minimum of five years' Adult Scouting experience. Requires prior approval of RC (ATD) and SC (ATD) and endorsement of Chief Commissioner. Valid for three years.	Purple
TRAINING COMMISSIONER	TC			30	Training of Trainers * Level 1 : Parts 1, 2, 3 & 4 * Level 2 * Assessing Trainees Module Hold a Wood Badge Desirable to hold Cert IV Assessor & Workplace Trainer or equivalent	Minimum three years' experience as an ATC. Requires prior approval of RC (ATD) and SC (ATD) and endorsement of Chief Commissioner. Valid for three years.	

PENFRIENDS

The procedure for *Scouts* to obtain a Scout Penfriend from overseas or interstate is simple. The applicant is to complete Form Y4 "Application for a Pen Friend" and forward same, duly endorsed by the Section Leader, to: Pen Pals Coordinator c/- State Office.

PROHIBITED ACTIVITIES

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)

FOR THE CURRENT **ADVENTUROUS ACTIVITIES POLICY**

AND THE SPECIFIC **PROHIBITED ACTIVITIES RULES**

OR USE THE FOLLOWING LINK:

[Adventurous Activities Policy and Activity Rules](#)

PROPERTY

1. GUIDELINES FOR USE OF SCOUT PREMISES (OTHER THAN GUIDES NSW)

1.1 Preamble

- 1.1.1 The primary purpose of Scout premises is to provide for the needs of Scouting. Groups should aim to make full use of their premises and make them a centre from which good Scouting will radiate.
- 1.1.2 However, it is in keeping with Association policy that Scout premises should, where possible and when not required for Scouting purposes, be used by other worthwhile organisations for the benefit of the wider community.
- 1.1.3 Only land and buildings should be made available for use by other organisations; equipment should only be used for Scouting purposes.

1.2 Responsibility

By virtue of our Incorporation Act it is the State Office that owns or has a legal interest in land owned or used by *Scouts* in the State and similarly it is the Board of Directors that alone has power to enter into agreements relating to the regular use of land by other organisations. For this reason and in the interest of Scouts NSW generally and the particular Groups concerned it is important that every proposal for regular use be referred to the State Office for consideration.

1.3 Relevant Factors

In considering a proposed regular use of Scout premises by other organisations the following things need to be taken into account:

1.3.1 Nature of the Scouts' Holding

- a) Scout land can only be used by other organisations if the interest of the Association in the land permits it. Land held under -
 - freehold ownership: may be so used
 - lease: may be used by other organisations provided the lessor first gives permission. Unauthorised use of the land is a breach of the lease and entitles the lessor to terminate the lease.
 - licence: as for "lease"
- b) Crown land Reserve: temporary licences may be granted to other organisations. Contact State Office for further information regarding Minister's consent requirements.

1.3.2 Type of Organisation

- a) Organisations that use Scout premises should be compatible with the Scout Movement in that they should be for the benefit of the community generally.
- b) In view of our close association with Guides NSW, use by them is naturally suitable and desirable.
- c) Since Scouts normally make little use of premises in the daytime during the week, the Association believes that use by the following organisations, which would be expected to use premises during those periods, is particularly suitable:

Playgroups, Weight Watchers International, Senior Citizens, League of Health, Physical Culture Clubs, ballet and dancing classes, Country Women's Association, youth groups, junior sporting clubs, martial arts classes, Rotaract and other similar organisations.

The relevant Scout Formation should ensure that playgroups remain gatherings of children and their parents and that a parent of each child is present and that they meet for not more than two to three hours daily. If those requirements are not adhered to, the group is liable to be classed a "child care centre" within the meaning of the Child Welfare Act which would cast unwelcome obligations on the Association. Most playgroups belong to the Playgroup Association of NSW, in which case contact should be made with that Association:

P O Box 6665 Wetherill Park DC NSW 1851

Phone: 1800 171 882 (02) 9604 5513 Fax: (02) 9604 5541

Email: admin@playgroupnsw.com.au

to confirm that the Playgroup Association is prepared to take out the licence for the particular playgroup wishing to hire the Scout hall. If the playgroup is registered with the Playgroup Association and has an affiliation number with the Playgroup Association, it is not necessary to produce evidence of public liability insurance, as 'The Scout Association of Australia' is noted as an interested party on that Association's insurance policy.

- d) The ways in which all such organisations use Scout premises should be subject to some control and restrictions, for example, uses involving pop groups and bands should not be permitted.
- e) For non-mainstream religious groups, it is important to sight a copy of their Aims and Objectives.

1.3.3 Statutory Restrictions

Some statutes, particularly the Local Government Act, prohibit certain uses of premises and impose conditions on certain types of use, and such restrictions should be investigated.

1.3.4 Agreements

- a) For the protection of the Association and the particular Scout Formation concerned, a licence agreement must be entered into between the State Office and each organisation or its representatives. For an organisation that does not have corporate status (i.e. registered under the Companies Code or the Associations Incorporation Act), the arrangement must be made by representatives who are authorised by that organisation to sign legal documents on their behalf. The names and positions held in the company e.g. Director, Secretary, of those authorised signatories should be provided with the licence application form.
- b) It is important to have a written licence agreement so as to establish and identify the organisation or representatives of such organisation responsible for the use of premises by the organisation and so as to exclude the Association from liability arising out of the use of premises by the organisation.
- c) A business name is not a separate legal entity i.e. it cannot be sued. Therefore a person trading with a business name e.g. ABC dance should be shown as Mary Smith trading as ABC dance as the licence agreement would be signed by the proprietor of the business name.
- d) A street address for the hirer must be shown in the licence agreement in case a legal service of notice is required. A Post Office Box cannot be served with a legal notice.
- e) The licence document in each case is prepared by the State Office.

1.3.5 Occupation Fees when Scout Premises are used by Others

- a) Outside bodies occupying Scout Premises are required to enter into a licence agreement with the State Office. The licence protects the interests of the Association and the licensee and provides for a fee appropriate to the occupation to be charged. The occupation fee is to be reviewed annually, or at any other time when there is a change in circumstances that requires review e.g. cost of connecting to the sewer.
- b) In assessing the occupation fee to be charged the various costs that the responsible Scout Formation is required to meet in relation to the premises must be considered e. g. recurring costs for cleaning, garbage charges, power and water supply, insurance and repairs and maintenance etc. The fee charged must reflect an adequate proportional share of these costs, especially where several hirers are using the premises.
- c) This share should be determined by apportioning the costs on a time usage basis.
- d) Hall hire charges are determined firstly by the Group and Region must approve the charge. As a guide to Groups an alternative method of fixing the hire fee for commercial type groups – e.g. dance/karate classes and the like, is to charge 10% to 15% of the hirers' gross income. Establish the numbers in the hirers' classes and the fees their students pay to them to determine this figure. See Question 4 Attendance on P3 form.
- e) Should any "profit" fee be charged the likely effect on the Association's exemption from the payment of land tax and of rates to Councils and Water Boards must be considered.

- f) As a further guide the cost factors to be taken into consideration when determining fees are as follows:

Freehold Tenure

Recurring costs:

- Insurance premiums on buildings, Land Tax (if applicable), cleaning, electricity and/or gas, garbage charges, sanitary charges where not sewer, water and sewerage charges, where applicable repairs and maintenance of the property, including upkeep of grounds, fencing.

Additional recurring charges incurred by reason of the use of premises by others:

- Allowance for depreciation of furniture and fittings, if used. Any other costs incurred by reason of other occupation of the premises.

Non-recurring costs:

- Any additional capital expenditure to provide for the additional use should be funded by the Scout Formation concerned and the resulting improvements remain vested in the Association.
- In assessing the occupation fee, a commercial return should be a basic component in order to provide an adequate return on capital invested. Such expenditure would include additional accommodation provided. Installation of cupboards or fittings, or any alterations to enable the premises to be used by other organisations. (Comments in the opening paragraphs regarding rates to be noted.)

Leasehold Tenure

Recurring costs:

As for Freehold but add the following:

- Rent
- Any recurring costs borne by the Association as required by lease or licence conditions.

1.3.6 GST (Government Goods and Services Tax)

This currently is charged when premises are managed by Region Offices. Where premises are managed by Scout Groups, GST is not required to be collected.

A clause is inserted into licence agreements to the effect that the document is prepared with the licence fee and all other moneys payable being exclusive of the GST and that it is additional to the hire fee. If it is required to be paid, it is to be paid at the same time as the licence fee is paid.

1.3.7 Safety Considerations

Allowing other organisations to use Scout premises imposes special obligations on the Association to ensure that the required use can be carried on safely. Check the guidelines in this Manual under "Fire & Fire Safety" and "Security". A written report on the recommendations in the audit report done on each hall must be submitted with the P3 application stating what recommendations have been completed and a programme to complete any outstanding recommendations.

1.4 Procedures

1.4.1 Licence for Regular Use

It is again stressed that each regular use or proposed use must be referred to State Office for consideration so that an agreement may be entered into.

The procedure for doing so is for the relevant Scout Formation to complete an "Application for Use of Scout Premises" (Form P3) using the guidelines above in assessing the proposed licence fees. If prepared by a Group Formation, (rather than Region Office) the application requires the approval of the relevant Region and must be accompanied by evidence of the proposed licensee's public risk insurance cover of at least \$10 million. The licence agreement is prepared by the State Office for an upfront fee of \$90.00 (as at November 2005) The \$90 fee should be collected from the hirer and sent to the Group's Region Office with the P3 application form.

N.B. P3 application forms should be completed by the Scouting person in charge of hiring out the hall, not the actual hirer. All questions must be answered and evidence of public liability insurance of \$10 million e.g. a certificate of currency is required to be attached to the application form. The certificate of currency must note the interested parties, namely The Scout Association of Australia New South Wales Branch and if the property is leased (e.g. Council owned), the name of the owner should also be shown on the Certificate of currency. The \$90.00 licence processing fee should also be attached before the P3 forms are sent to Region Office for approval. Region Office will then instruct the State Office to prepare the legal documentation.

1.4.2 Casual Hiring

The procedure is different in the case of premises being used by another organisation for a single function, although the principles above concerning who can be allowed such use and for which purposes apply equally to such casual hiring's. The form to use in such cases strictly for single functions is "Hire of Premises" (Form P2) for a hall. The Group has this form signed by the hirer in duplicate, handing one copy to him and retaining the other. Public risk insurance does not have to be obtained by private hirers e.g. a child's birthday party, but councils, businesses e.g. a football club and other community organisations which would clearly have their own public liability insurance cover should be asked to obtain a certificate of currency as evidence of their cover.

Should a hirer wish to use the premises more than six (6) times a year a P2 form is not appropriate. In that case a P3 form for a licence agreement should be completed with the required attachments.

2. GUIDELINES FOR JOINT USE OF PREMISES WITH GUIDES NSW

2.1 Preamble

The following guidelines are set out for the direction of Groups and Regions when it is proposed to enter into an arrangement for the joint use of property with Guides NSW (see also GUIDELINES FOR USE OF SCOUT PREMISES (other than Guides NSW) Above).

2.2 Use of Property

- 2.2.1 All existing, or proposed, occupation of any sort, whether tenancies or tenancies-in-common, must be referred in the first instance through channels to the State Office of each Association by the respective Scout and Guide units concerned so that the proper legal arrangements may be made between the Associations.
- 2.2.2 Joint fundraising with the Guides may only be carried out with the approval of the Executive Committee of both Scouts NSW and Guides NSW. Approval will only be given where it is intended that joint ownership of real property be 50/50 in all matters relating to the acquisition, development, maintenance, occupation and, if appropriate, disposal of the property.
- 2.2.3 Usage of Scout property by Guides NSW requires the approval of the respective State Office of each Association. Local agreements are not recognised nor are they legally binding.

2.3 Occupation Fees when Scout Premises are used by Guides NSW

- 2.3.1 Guides occupying Scout premises are required to enter into a licence agreement with State Office. The licence protects the interests of both Scouts NSW and Guides NSW and provides for a fee

appropriate to the occupation to be charged. The occupation fee is to be reviewed annually or at any other time when there is a change in circumstances that requires review.

- 2.3.2. In assessing the occupation fee to be charged the various costs that the Scout unit is required to meet must be considered and the fee must reflect an adequate proportional share of these costs.
- 2.3.3. This share should be determined by apportioning the costs on a time usage basis.
- 2.3.4. Should any "profit" fee be charged the likely effect on the Association's exemption from the payment of land tax and of rates to Councils and Water Boards must be considered.
- 2.3.5. As a guide, the cost factors to be taken into consideration when determining fees are as follows:

Freehold Tenure

Recurring costs:

- Insurance premiums on buildings, cleaning, electricity and/or gas, garbage charges, sanitary charges where no sewer, water and sewerage charges, where applicable repairs and maintenance of the property, including upkeep of grounds, fencing.

Additional recurring charges incurred by reason of the use of premises by Guides NSW:

- Allowance for depreciation of furniture and fittings, if used. Any other costs incurred by reason of the occupation of the premises.
- Note: When Water and Sewerage Rates are charged by reason of letting Scout Premises, consideration should be given as to whether any of these charges should be borne by Guides NSW.

Non-recurring costs:

- Any additional capital expenditure to provide for the additional use should be funded by the Scout Formation concerned and the resulting improvements remain vested in the Association.
- In assessing the occupation fee, a commercial return should be a basic component in order to provide an adequate return on capital invested. Such capital expenditure would include additional accommodation provided, installation of cupboards or fittings, or any alterations to enable the premises to be used by Guides NSW (comments in the opening paragraphs regarding rates to be noted.)

Leasehold Tenure

Recurring costs:

- As for Freehold but add the following :

Any recurring costs borne by the Association as required by the lease or licence conditions such as payment of rates.

2.4 Agreement Relating to Occupation

An agreement, or licence, whichever is appropriate, relating to the occupation will be arranged and entered into between the Executive Committees of Guides NSW and Scouts NSW. Sufficient copies of the document will be made available for the information of the Group concerned once the agreement, or licence, has been entered into.

2.5 Procedures

An "Application for Use of Scout Premises" (Form P3) should be completed as required for other users, but no office bearers of Guides NSW should be shown and evidence of public risk insurance is not required. The application requires the approval of Region Office before being forwarded to State Office, which will prepare the licence and arrange for execution by both Associations.

3. APPENDIX

3.1 Definition of Terms Used

Contract	Agreement enforceable by law, normally in writing in the case of land, between two or more parties.
Fee Simple	Holding land in fee simple is the same as freehold tenure.

Freehold	The most complete tenure of land - the person having the freehold is the owner of land.
Leasehold	The tenure of a lessee under a lease, which is an inferior tenure to freehold.
Lease	A contract by which the person holding the freehold or leasehold (known as the lessor or landlord) gives possession of land or a building to another (known as the lessee or tenant) for a specified time, usually on payment of rent, upon specified conditions.
Licence	A contract similar to a lease by which the licensor gives the use of land or buildings to the licensee, but the licensee is not given exclusive possession. often a licence does not have a fixed time of expiry, but gives use of a building for specified hours during the week.
Local Government Act	Act of the NSW Parliament regulating amongst many other matters town planning codes restricting the use of land, health and building regulations and the method of administration by a municipal or shire council.
Reserve	Crown land may be reserved from sale to the public and set aside for a specified purpose - in the Association's case "for use by Scouts". The Association is appointed trustee to manage the land reserved.
Tenancy	Leasehold interest of a tenant under a lease.
Tenure	Mode of occupying or holding land.
Title	A person's right to property.

4. PERMISSION TO ACQUIRE REAL ESTATE - PROCEDURES

- 4.1** Real Estate can be acquired ONLY with the prior approval of the Association. The procedures set out below detail the steps required by the Board of Directors when acquiring Real Estate, whether by purchase, gift, or devise, and are necessary to protect the interests of the Association and to ensure that we conform with our Act of Incorporation.
- 4.2** Whilst these procedures may seem overly lengthy, all are necessary and could only be varied under special circumstances at the express direction of the Board of Directors.
- 4.3** The Formation seeking to acquire property shall ensure that the acquisition is suitable and can legally be used for the purposes of the Association.
- This involves inquiry to determine:
- a) the suitability of the site for Scouting purposes,
 - b) the zoning of the property,
 - c) the amount of any outstanding charges on the property, e.g. Council rates,
 - d) the existence of any road widening or other order restricting the use of the property; and in the case of a gift or devise,
 - e) whether the property can be used by one or more Formations of the Association,
 - f) the saleability of the property, should the need arise at a future date.
- 4.4** The Formation obtains a valuation of the property from a qualified and licensed valuer (unrestricted or otherwise appropriate to the property under consideration).
- 4.5** The application for purchase or acceptance requires the written support of the Region Office, prior to submission to State Office, as does any application to the Scout Development Fund for financial assistance.
- 4.6** If financial assistance other than from the Scout Development Fund is required in order to complete a purchase, an "Application for Permission to Borrow" (Form P1) must be completed by the Formation and with the appropriate recommendation(s), submitted to State Office.
- 4.7** The Formation should provide advice whether a "local" Solicitor will act for the Association in the matter. Should the State Legal Adviser act for the Association, that Adviser will charge the normal fees (as per the scale) for the services provided, which is payable by the Scout Formation concerned.

- 4.8** Upon receipt at State Office of the documentation relating to paras 4.3, 4.4, 4.5, and 4.6 (if applicable) and 4.7, the matter is considered by the Assets Management Committee. Should the Assets Management Committee support the application for acquisition (by purchase, gift, or devise), its recommendation is made to the Board of Directors, and details of the proposed acquisition will be notified on the notice paper of the meeting.
- 4.9** Following approval by the Board of Directors, the Applicant is advised to furnish the relevant documentation, e.g. the contract for purchase, to the Assets Management Committee for approval and subsequent execution under Seal, by resolution of the Board of Directors. In readiness for settlement, the relevant transfer document (in the name of the Association) is similarly processed.
- 4.10** Following receipt of the title document, a Property record is entered in the Association's computer system. A photocopy of the title document is provided for the Region and the Formation.

The title document, e.g. Certificate of Title or Conveyance, is retained in safe custody by State Office, unless the property becomes the security for a mortgage; in such event, it is retained by the mortgagee.

5. PERMISSION TO SELL REAL ESTATE - PROCEDURES

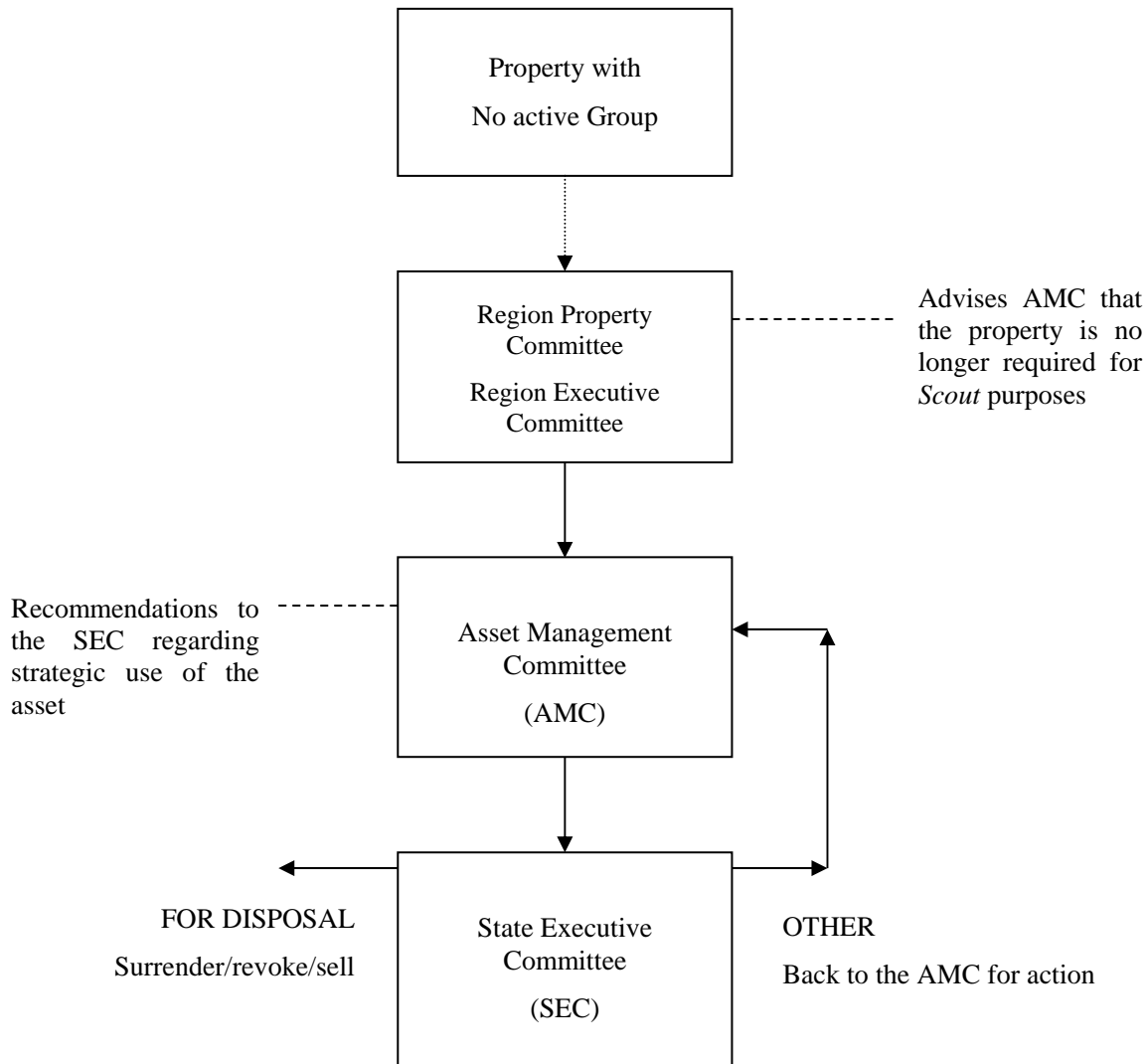
Real Estate can be sold only with the prior approval of the Association.

Paras 4.4, 4.5, 4.7, 4.8 and 4.9 of the procedures for acquiring real estate (see above) apply and, in addition the application must include a recommendation to the disposal of the proceeds of sale. Generally the Board of Directors will only permit the proceeds to be used for a long-term capital purpose, such as the acquisition of real estate or the erection of buildings or additions to them, where the relevant Group is active. In the case of defunct Groups, the proceeds of sale will normally be credited to the Scout Development Fund. The sale of freehold land to pay for the erection of permanent buildings on leased land is seldom approved.

6. RELEASING PROPERTY TO THE STATE OFFICE

When a Region releases a property to the State, a signed document from the Region Commissioner is required.

PROPERTY DISPOSAL FLOW CHART



PUBLIC APPEARANCES & STATEMENTS

1. There are many occasions when Scouting organisations are invited to feature publicly, or appear on television often to provide or support some commercial or advertising venture. No arrangements should be made until State Office approval has been obtained. In the same regard, some organisations may seek to sponsor a Scouting activity in return for Association support for their product or service. Again, no arrangements of any sort should be entered into without State Office knowledge and approval.
2. No member of the Association may express opinions in the public press, or on radio or television on matters of Scout policy or principle, without the prior approval of National or State Office (refer to P&R).
3. Youth and adult members in uniform are not allowed to appear on the stage of theatres in public performances other than their own, or on television, without the permission of State Office, given through the Region Commissioner (refer to P&R).
4. If you're approached to do a commercial or advertisement employing members of Scouts Australia in uniform, there are legal questions involved and you will require permission of State Office via the General Manager. For example, do you know what is the commercial fee for such appearances? Do you know how much may be paid to others in the commercial? Are you authorised to act on behalf of the Association to utilise its name and badges for a fee? Think about it!
5. The Association is always reasonable and flexible about the subject. However, you need to take care to avoid unwittingly making Scouts Australia appear foolish and naive.
6. Each application to use uniformed members is judged on its merits. Applications are discussed with the agency concerned, the script is read to ensure that it is in no way detrimental to Scouts Australia. If necessary, arrangements can be made for an Association member (experienced in this field) to be present during the shooting in case the camera crew deviates from the agreed script. Safeguard your own interests as well as those of the Association by securing permission and guidance.

RADIO SCOUTING/JOTA/JOTI

1. RADIO SCOUTING

- 1.1** Radio Scouting is a term that will be unfamiliar to many, being known previously as Electronic Activities, which encompassed the broad fields of Amateur Radio, Electronics, and the Computer Sciences. The name Radio Scouting is now recognised internationally to describe all of these activities, and the implementation was described in WOSM literature early in 1993.
- 1.2** The Scouting program is a balanced blend of tradition and technology, creating the opportunity for all Scouts to participate in an exciting and meaningful learning process. Radio Scouting provides for many exciting technological activities to be explored, greatly expanding the general Scout training program, and ultimately providing general and specialised knowledge, hobby interests, and valuable technical career opportunities in adult life.
- 1.3** The *Scout* achievement badge scheme provides for many technological fields to be explored and recognition given. But because most of the subjects are of a technical nature and therefore specialist ones, the necessary expertise has not always been available, either for instruction or examination purposes. The continued development of Radio *scouting* will, in time provide the expert instructors and examiners for employment at all formation levels, or for the individual.
- 1.4** Radio Scouting is not a separate Formation of Scouts NSW but rather an integral part of it, helping to expand the normal program of instruction and activities. There are increasing numbers of Radio Scouts becoming active at all levels in the Scouting structure. They may have interest or expertise in one or many of the interest fields that are covered by Radio Scouting.

2. JAMBOREE ON THE AIR (JOTA)/JAMBOREE OF THE INTERNET (JOTI)

This worldwide Scouting event attracts over half a million participants, making it the largest single event in the Scouting calendar. It is also the only International event in which all Sections may take part simultaneously.

3. RADIO SCOUTING ACTIVITY BASES

There are two bases currently in operation and more are planned. These bases cater for many and varied types of activities, including Amateur Radio License classes and Computer Education to name a few. Information regarding the Bankstown base contact the South Metropolitan Region Office. The Cataract Scout Park base is involved principally in radio communications during Scouting activities such as JOTA/JOTI and Jamborees.

4. FURTHER INFORMATION

Information regarding Radio Scouting may be obtained from your Region Radio Scouting Coordinator or Activity Leader. Through the Region or State Office.

All members with hobby interests or qualifications in any of the activity areas of Radio Scouting (including Communications), and who have an interest in developing Radio Scouting activities throughout the State, contact the State Activity Leader via the State Office.

RATES AND TAXES

The position with regard to the Association's liability to pay rates and taxes is as follows:

1. COUNCIL RATES

- 1.1** The Association is exempt from the payment of rates to the local Council on property that is owned and occupied by the Association and is used solely for Scouting purposes. This exemption arose out of a judgment delivered in the case of *The Boy Scouts Association, New South Wales Branch v. The Sydney City Council* (Reference - Court's decision Vo1.4, 1959 Local Government Reports page 260), which recognised the Association as a "public charity" within the meaning of these words in section 132(1) of the Local Government Act 1919. Since the Local Government Act 1993 the same exemption has been enacted in section 556 (h) of that Act.
- 1.2** Occupation for the purposes of seeking exemption from a rating charge on land has been held to be:
 - a) Fencing the land.
 - b) Erecting a building on the land.
 - c) Holding an occasional meeting on the land.
- 1.3** If the land has been occupied in the sense of any of the above then it can be regarded as an "occupation" within the meaning of the Court ruling in the case of *Newcastle Hospital v. Newcastle City Council* - this forms the basis of the ruling in all subsequent cases of this nature. This means that, provided vacant land or Premises owned by the Association are "occupied", exemption from rating can be claimed.
- 1.4** If the Association's property is leased, licensed or rented, or in some other way occupied for other than Scouting Purposes, then the property is rateable in the proportion which the leased, licensed etc. portion of the premises bears to the whole of the premises or in the proportion which the time the premises are occupied for other than Scouting purposes bears to the whole of the time the premises are used.
- 1.5** Where the land is held by some form of tenure such as a lease, licence, or permissive occupancy, the Association's liability in the matter of rates on the land is dealt within the wording of the document entered into between the Association and the authority granting tenure. The tenure document must be examined before exemption from rating is claimed so that the Association's rights, if any, in the matter are ascertained.
- 1.6** Reserves from sale for use of Boy Scouts granted by the Crown are exempt from the payment of rates under section 556 (b) of the Local Government Act 1993.

2. WATER RATES

- 2.1** As premises owned by the Association are exempt from the payment of rates on land, certain water reticulating authorities, including the Sydney Water and the Hunter District Water Board, have under the appropriate sections of their Acts granted exemption from rating and charge only for services rendered, that is, water by measure, and sewerage services rendered. Usually the charge for sewerage services rendered is a flat charge based on the number of toilets or urinals on the premises.
- 2.2** Where the local Council is the water reticulating authority, charges are made for water supply and sewerage local rates based on the Unimproved Capital Value of the land. The Council may at its discretion grant exemption from rating and charge for water by measure and for sewerage services on a flat rate basis.
- 2.3** Other water reticulating authorities are known to grant exemption from rating and the local authority should be approached to determine whether it would be agreeable to grant an exemption. Again, any exemption granted is at the discretion of the reticulating authority.
- 2.4** Reserves from sale for use of Boy Scouts are exempt from the payment of water supply and sewerage local rates based on the Unimproved Capital Value of the land and exemption can be claimed. Water will be charged for by measure and sewerage services on a flat basis.

3. LAND TAX

- 3.1** Since amendments to the Land Tax Management Act in 1985, the exemption formerly enjoyed by the Association for all of its properties is not automatic. Property owned by the Association is not taxable if it is used and occupied solely by the Association.
- 3.2** A ruling has been given by the Commissioner for Land Tax that land used solely for a Scout hall is not taxable, even where casual hiring's occur. However, where commercial activities are carried on at the premises, such as shops or offices, tax will be payable. Cases giving rise to any doubt must be referred to State Office.

4. COUNCIL CHARGES

4.1 These charges are not "rates", being charges made for services rendered in respect of the collection of garbage, sanitary services or for the construction of works such as kerbing and guttering. The charges cannot be avoided nor can exemption from them be sought.

4.2 Where there is uncertainty on the part of the Scout Formation concerned as to its liability to pay rates, the matter should be referred, through the proper channels, to the Property Department at State Office for advice.

5. STAMP DUTY

The Association enjoys an exemption from this New South Wales duty for instruments to which General Exemption 24(a) in the Second Schedule of the Stamp Duties Act is directed, including leases and agreements for sale. Also the Association is exempt from stamp duty on cheques.

6. SALES TAX

6.1 In spite of representations made to the Commonwealth Government and to the Commissioner of Taxation over years, the Association enjoys no general exemption from sales tax.

6.2 However in November 1994 exemption from sales tax was granted for goods purchased for the operation of Cataract Scout Park, but excluding goods purchased for resale. The basis of the exemption under sub-item 127 (1)(b) of the First Schedule to the Sales Tax (Exemptions and Classifications) Act 1992 is that the Association is the trustee of Crown land, namely the trustee of Cataract Scout Park (Crown Reserve 91262).

6.3 Therefore this exemption is restricted to goods purchased for Cataract Scout Park and other campsites held by the Association as trustee of Crown reserves. The exemption is strictly confined to goods used at those campsites.

7. TAX FILE NUMBER

7.1 Scouts Australia is exempt from company tax on income but action must be taken under the tax file number legislation by all Formations that receive income from investments (including interest on bank accounts) to ensure that income tax is not deducted by investment bodies from interest and dividends received.

7.2 Advice has been received from the Australian Taxation office that the Association as a registered charity does not have to quote a Tax File Number with regard to investments, bank accounts, etc. However, all Formations holding bank accounts or investments will have to advise the investment bodies concerned of this exemption.

7.3 All Formations should complete an appropriate form in full and forward it to each investment body and bank with which they deal. Initially that action should have been taken by 30 June 1991 but if that deadline has been missed, the Formation concerned should act promptly on learning of its omission. The exemption block on each form needs to show:

"NL - section 23 (e)"

7.4 The forms to be used are generally Form T or J, depending upon the name in which the account is held, and are available from the investment bodies.

7.5 It is important to note that the completed forms are to be sent to the appropriate investment bodies and not to the Taxation office.

7.6 Failure to render these forms may result in the bank or investment body deducting tax at the highest rate from your interest or dividend income.

8. TAX DEDUCTIBILITY FOR DONATIONS

8.1 Donations to Scouts Australia valued at \$2.00 or more, are tax deductible. Any official registered element (or Formation) may receive such donations and a receipt issued by that element.

8.2 A numbered receipt should be issued in the name of the Association by the receiving element of the Association. In addition the book of accounts of the element showing that gifts have been applied towards the aims of the Association, should be made available, on demand, to officers of the Australian Taxation office should they wish to inspect it.

8.3 It is emphasised that a gift or donation - to attract tax deductibility, must be without consideration. Hence, a payment to the Association by way of fees, subscriptions, or fees or levies for activity purposes, are not payments by way of gifts as to attract tax deductibility because they are not completely gratuitous and are not given without some benefit or consideration passing to the person making the payment.

9. PRESCRIBED PAYMENTS SYSTEM

9.1 The Prescribed Payments System affects any Formation that employs contractors or sub-contractors on

construction projects with a total value exceeding \$10,000.

- 9.2** Any Formation that comes under this category is required to register as a Prescribed Payer with the Taxation office where further information on its obligation will be available.

REGION BY-LAWS

PREAMBLE

The Board under the provisions of Clause 10 of the Constitution of Scouts Australia NSW is empowered to constitute Region Councils under the control of and responsible to the Board and to prescribe By-Laws for Region Councils under clause 12 is similarly empowered under the provisions of Scouts Australia Policy and Rules (P&R). As defined in P&R, the terms *Area* and *Region* are interchangeable and have the same meaning. Scouts Australia NSW has decided to use the term:

1. Region to describe the organisational level that provides support to Groups, in accordance with the P&R Ruling.
2. Region Supporters Council to describe Region Council.

For guidance and direction of Region Executive Committees-, the model form of the By-Laws is set out hereunder. Where local conditions warrant minor alterations to the By-Laws, a Region Executive Committee may adopt such variations before submitting the By-Laws to the Board for approval, but such variations shall not alter the general structure or tenor of the standard By-Laws and only where good reason can be shown for departure from the model form of by-laws.

Such By-Laws and any subsequent amendment thereof must be submitted to the Board for approval and shall not be effective until approval is given.

BY-LAWS OF THE REGION

1. BOUNDARIES

The boundaries of the territory to be administered by the Region under these By-Laws shall be within the geographical boundaries determined from time to time by the Board at its absolute discretion and shall be annexed to these By-Laws.

2. REGION SUPPORTERS COUNCIL

To provide support to the Groups in their communities, a Region Supporters Council may be formed that has broad community representation. The Region Supporters Council should represent as broad a section of the community as possible to encourage the promotion and growth of Scouting.

2.1 Membership

- a) The Region President if any (refer Section 4 of these By-Laws).
- b) All Commissioners working within the Region.
- c) The Region Vice-Presidents (if any), Region Chairperson, Region Treasurer, Region Secretary and Region Vice-Chairpersons (if any).
- d) Two representatives from each Group in the Region, one of whom shall be a uniformed Leader holding a Certificate of Adult Appointment within that Group and one of whom shall be an adult supporter who does not hold a uniformed appointment.
- e) Two representatives of the Region Rover Council, if not available an under 30 representative.
- f) Any other additional supporters of Scouts Australia that may wish to continue their involvement in the Regions activities.

2.2 Functions

The function of the Region Supporters Council is to encourage the promotion of Scouting throughout the Region and to provide support where possible to the Region and its groups.

3. REGION EXECUTIVE COMMITTEE

3.1 Membership

Members of the Region Executive Committee are appointed or retired:

- a) By the Regional Commissioner in consultation with the Region President (if any). If a Region does not have an appointed President the Region Commissioner will consult with the Region Chairperson or their nominee

- b) By the Board where a termination is deemed unfair (i.e. by the existing members of the Region Executive Committee) an appeal may be made to the Board whose decision will be final

The Region Executive Committee may consist of:

- a) The Region Commissioner.
- b) The Region President (if appointed).
- c) The Region Chairperson, Region Treasurer, Region Secretary (if any), Region Vice- Chairperson (if any).
- d) Up to 5 other Commissioners working in the Region, as nominated by the Region Commissioner.
- e) Up to 7 others as appointed by the Regional Commissioner, of which a minimum of 3 shall be non-uniformed lay personnel.
- f) A representative from the Region Rover Council, if not available an under 30 representative.

3.2 Functions

- a) To promote the welfare of Scouts Australia in the Region and to arrange for the harmonious cooperation between the Groups and with other organisations.
- b) To act in conjunction with the Region Commissioner in all matters connected with Region finance and property and in the appointment and retirement of the Region Treasurer and Region Secretary.
- c) When required by State Office, collect each year, from all Groups within the Region, Census Returns and properly audited statements of receipts and expenditure, as well as other documents defined from time to time (eg: Fire Safety Statements) and return them promptly to State Office.
- d) To Present the Annual Operating Statement (see Clause 3.8.j below) to the Annual Report Presentation of the Region each year.

3.3 Annual Report Presentation

- a) The Annual Report Presentation of the Region shall generally be held each year in the months of May or June. Members of the Region Supporters Council should be invited to the Annual Report Presentation. Fourteen days' notice of the Annual Report Presentation shall be given by written notice handed to or posted to the last known address of each member of the Region Supporters Council.
- b) Presentation of the Annual Report and Annual Operating Statement. (Copies to be forwarded to the Board within one month of the Annual Report Presentation).
- c) Announcement of the Region Executive Committee. Appointments of a Chairperson, Secretary and Treasurer as well as Vice-Presidents, if any. (No person to hold more than one position).
- d) Announcement of the appointment of the President (if any) – see Section 4 of these By-Laws.
- e) Announcement of the appointment by the Regional Commissioner of five delegates to the Branch Council, one of whom shall be the Region Commissioner and one the Region President. If a Region does not have an appointed President one shall be the Region Chairperson.

Between Annual Report Presentations, the Region Executive Committee shall have the delegated authority to fill vacancies in its delegates to the Branch Council.

3.4 Meetings

- a) The Region Executive Committee at its Annual Report Presentation shall announce the frequency of meetings of the Committee, provided that it meets at least quarterly. Not less than seven days' notice shall be given of regular meetings and not less than seven days' notice of special meetings.
- b) A special meeting shall be called on the authority of;
 - 1. The President,
 - 2. The Region Chairperson, or
 - 3. The Region Commissioner, or
 - 4. On the written request of at least five members of the Region Executive Committee.

The purpose for which a special meeting is called shall be specified in the notice convening the meeting and no other business shall be transacted at such meeting.

- c) At any meeting of the Region Executive Committee at which a matter specifically concerning the financial affairs of, or property controlled by, a Group is to be dealt with, that Group's representative may attend the meeting and participate in its deliberations relating to that specific matter. In regard to the specific matter(s) only the Group representative shall have a deliberative vote.

3.5 Quorum

The quorum for all regions except North Coast and North West Regions for a meeting of the Region Executive Committee shall be seven members.

A quorum for North Coast Region is five members as per amendment approved by BEC 11th November 1996.

A quorum for North West Region is five members as per amendment approved by BEC 14th October 1996.

3.6 Voting

- a) Each member of the Region Executive Committee shall have a deliberative vote except the Chairperson who shall have a casting vote as well as a deliberative vote.
- b) All matters to be determined at meetings shall be determined by a simple majority of members present and voting.

3.7 Sub-Committees

The Region Executive Committee may appoint sub-committees for special purposes associated with the objects or functions of the Region Executive Committee and may delegate any of its powers to such sub-committees as it may prescribe. Persons who are not members of the Region Executive Committee may be appointed as members of such sub-committees.

3.8 Finance

- a) The Bank Accounts operated by the Region shall be at Westpac/Commonwealth or other Deposit taking Institution as nominated by the Board. The opening or closings of any bank accounts are to be advised in writing to the State Finance Committee.
- b) **Number of Bank Accounts and Balances required:** Region Offices are to maintain one Imprest Account to make payment to their suppliers. Cash receipts are not to be banked into this account but directly deposited into the State Branch main account. However, where Regions deem it necessary to have a separate account to accumulate cash receipts the State Finance Committee approval is required and if approved, this account is not to be used for any payments to suppliers.

By arrangement with the State Finance Committee other Westpac/Commonwealth or other Deposit-taking institutions accounts may be allowed to be opened to cover operational needs, e.g. outlying District in Country Regions, major Camp Sites, Gang Shows, etc. These accounts shall be maintained by and accounted for through the Region.

The required balance for each Imprest bank account shall be reviewed by the State Finance Committee at its first meeting after year-end accounts have been finalised and audited.

At no stage may a Region overdraw its Bank account without the prior specific approval of the Board.

- c) **Name of Bank Accounts:** The Region Bank Accounts shall be in the name of "The Scout Association of Australia, NSW Branch.....Region.
- d) **Bank Signatories:** The Region Accounts shall be operated by any two of at least four signatories as authorised by the Region Executive Committee.
- e) **Banking of Monies:** All monies received by the Region shall be deposited as soon as possible, and in any case, within seven (7) days of receipt. Receipt summaries shall be provided to the State Office at least once a week and at end of month to account for all deposits.
- f) **Payment of Accounts:** Accounts for payment shall be approved in the Region by those authorised by the Region Executive Committee. Cheque summaries shall be provided to the State Office to account for all payments made at least every two weeks and at month end. Reimbursement will be at State Office discretion.

- g) **Internet Banking:** Regions are allowed to operate Internet Banking. However, they have to ensure that all payments are jointly authorised by any two people mentioned in Clause 3.8.d above. The Bank reference number shall be used to record the payment on the Imprest records and noted on the invoice and filed.
- h) **Books of Account:** The Region accounts are maintained at the State Office within the accounting system using a standard Chart of Accounts.
- i) **Financial Reports:** State Office shall provide a monthly financial report for each Region. This should be no later than the 10th working day following end of month. The Region Treasurer shall table this Statement at each Region Executive meeting.
- j) **Annual Report:** State Office shall provide an Annual Operating Statement for each Region as an extract from the audited accounts of The Scout Association of Australia, NSW Branch for presentation at the Region Annual Report Presentation.

4. REGION PRESIDENT

4.1 The appointment of a Region President is optional, however one may be appointed by the Branch President on the recommendation of the Region Executive Committee and the Board.

4.2 The Region President is appointed for a maximum term of two (2) years (measured from the 31st March subsequent to his/her appointment).

4.3 At the conclusion of the initial two (2) year tenure (measured from the 31st March subsequent to his/her appointment) re appointment of a Region President is optional. Re appointment may occur by way of nomination by the Regional Commissioner.

5. INTERPRETATION

These By-Laws shall be read in conjunction with and be subject to The Scout Association of Australia (New South Wales Branch) Incorporation Act and Constitution, as amended, Resolutions of the Board as well as The Scout Association of Australia Policy and Rules.

6. ADOPTION

Adopted at a Meeting of the..... Region Executive held on the
 day of 20.....

Signed Region President or Region Chairperson

Signed Region Commissioner

Approved by the Board

Signed

Date.....

SUMMARY OF AMENDMENTS

Amendments made to the standard Scouts NSW Region By-Laws as approved by the Scouts Australia NSW Board of Executives dated April 2015

STATE WIDE

- ⇒ Amendments to clause 2.1.1 and addition of 2.3.2 g) (re: appointment and election of Region President) approved by the BEC (now currently Board of Directors) on 14 October 1996.
- ⇒ Amendments to clauses 2.1.3 and 2.3 (re deletion of references to Life Members of the Region) approved at the BEC on 10 March 1997.
- ⇒ Amendments to clauses referring to Annual General Meeting following the decision of the June 2012 NOC / NEC to replace this with Annual Reports Presentation.
- ⇒ All sections replaced in full with Region By Laws as per Executive/Board specifications April 2015.

INDIVIDUAL REGIONS

- ⇒ North West Region amendment to clause 3.4 (re quorum) approved by the BEC on 14 October 1996.
- ⇒ South Metropolitan Region amendment to clause 2.6.1 (re voting) approved by the BEC on 11 November 1996.
- ⇒ North Coast Region amendment to clause 3.4 (re quorum) approved by BEC on 11 November 1996.

REGION ORGANISATION

1. THE REGION

The Region organisation exists to provide the operations support link to every Group so as to enable the delivery of the youth program to be carried out in such a way as to satisfy the life skill development needs of our youth members.

The geographical locality to be administered by a Region and the name of the Region shall be determined from time to time by the Board of Directors.

2. REGION COMMISSIONER (RC)

2.1 Appointment

Consistent with the National **Adults in Scouting Strategy**, the appointment of a RC will be, by mutual agreement, for a period of three years, renewable by mutual agreement.

2.2 Functions

The functions of the RC are generally to be responsible to the Chief Commissioner for the welfare, progress, and training of the members of the State in the designated Region and for the maintenance of the policies and rules of the Association (both at a National and State level) and in particular:

2.2.1. Inspiration and Personal Leadership

To inspire and enthuse Scouting in the Region, particularly the RCs, in Sectional and support roles.

2.2.2. Youth Program and General Support

To provide support through consultation and advice to each DC within the Region boundaries in the following areas:

- a) The definition of performance standards to be achieved by each DC.
- b) The preparation of plans to meet the strategic objectives of the State and operational plans of Groups within the District.
- c) Youth Program and Training activities and maintain close liaison with the Region Rover Council.
- d) Marketing and Promotion of the Scout Movement, including personal and visible support to each DC.
- e) Development and Growth of Scouting within the Region so that every young person has the opportunity to participate in the Scout Program.
- f) Support and monitor the progress of each DC in the Region through development planning, including goal setting and review, and using ongoing consultation.
- g) Strongly encourage Scout Groups within the Region to develop and fill complete Groups.

Note: Regions are not authorised to develop policies of their own without the prior approval of the appropriate State Committee / Commissioner or Board of Directors.

2.2.3. Management of Members

- a) Implement staffing and personnel practices and relevant administration that conform to the National **Adults in Scouting Strategy**, formally adopted by Scouts NSW.
- b) Establish and effectively maintain one or more Personnel Committees, which are to ensure that every applicant is assessed for suitability for the particular appointment being applied for.
- c) Support and oversee the implementation of the Personal Protection Policy and Procedures within the Region.
- d) Secure the services of persons suitable for appointment as Commissioners, and to deal with their selection, training, appointment, and performance review.
- e) Implement the Training and Development of Adults policy - in particular the ongoing and on-the-job training of DC, as a personal responsibility.

- f) Ensure the effective working of Group Councils and Group Support Committees and receive from Groups, within two months of the end of their Scout year, copies of their annual report, including census returns and audited accounts.
- g) Establish Management Committees for all Region campsites or activity sites.
- h) Responsible for the functions of a DC where a vacancy occurs, until such time as the appointment of a replacement takes effect.

2.2.4. Problem Solving

- a) Investigate and settle disputes between members of Scouts Australia as required and as approved by State Office (refer the relevant policies for Grievance and Dispute resolution).
- b) Give decisions and, where appropriate, report to the Chief Commissioner on all matters referred to them as directed in P&R and other approved State Policies, procedures and practices.

2.2.5. Effective Communication

- a) Co-operate and maintain good relations with other Youth Organisations in the community, particularly Guides NSW, local media and with community leaders generally.
- b) Manage interaction with the local media in accordance with State Policy.

2.2.6. Review and Recognise Performance

- a) Assess, together with each DC or their equivalent, the performance of the geographical area under their control.
- b) Review and make recommendations to the Chief Commissioner, on the registration of Scout Groups within the Region, including the de-registration of Scout Groups when the performance standards for the delivery of Scouting are not or cannot in a reasonable time be met by a Scout Group.
- c) Deal with Decorations and Awards according to State procedures.

2.2.7. Property and Administration

Keep the Region Executive Committee informed, on a timely basis, of operations support needs and plans for the future.

2.3 Vacancy

When the RC role is vacant, the functions will be performed by someone deputised by the Chief Commissioner for the purpose until a permanent replacement is appointed.

2.4 Uniform and Badges

RCs wear uniform and badges as approved by National or the State.

3. REGION COUNCIL

Membership, functions, and other appropriate matters are set as listed in this O&I Manual.

4. REGION EXECUTIVE COMMITTEE

Membership, functions, finance and other appropriate matters, including those delegated by the Region Council, are set as listed in this O&I manual

5. DISAGREEMENT OF RC AND REGION COUNCIL

If the RC and Region Council are unable to agree in any case, the RC must refer the matter to State Office.

6. PERSONNEL COMMITTEES

6.1 Personnel Committees must be established to manage the appointment of Adult Members. Their functions extend to recruitment, renewal, and transfer interviews. Specifically, the interviews will address the interviewee's understanding of:

- a) the Aim & Principles of Scouts Australia,
- b) their commitment to Scouting ideals,
- c) the Code of Conduct,
- d) their commitment to current and on-going training,

and will make recommendations as to suitability for membership of the Association. These recommendations shall be based on fact and will include reference to performance during the appointed period. Where an exit interview is deemed necessary, this will be conducted by the DC. Also, in consultation with Groups they will make recommendations as to alternate Human Resource strategies to enable succession planning and adequate Leadership at the local level.

- 6.2** These Committees shall be formed at the local level (usually aligned to divisions or equivalent) and their membership will include:
 - a) DL (ATD),
 - b) DC,
 - c) DL of the interviewee's Section.
- 6.3** All decisions taken by these Committees are to be by way of consensus. Any conflict in decision will cause the current application (e.g. new candidate, transfer, etc.) to be forfeited and not proceed.
- 6.4** These Committees will meet at intervals appropriate to the needs of the local Groups / Districts (usually not less than monthly).

ROCK ACTIVITIES STANDARD OPERATING PROCEDURES

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)

FOR THE CURRENT **ADVENTUROUS ACTIVITY POLICY** (NOVEMBER 2013)

AND THE SPECIFIC **ROCK ACTIVITIES STANDARD OPERATING PROCEDURES**

OR USE THE FOLLOWING LINK:

[Adventurous Activity Policy and Standard Operating Procedures](#)

ROVERS

1. BRANCH ROVER COUNCIL

- 1.1** The Branch Rover Council (BRC) operates from the State Office where information about the Rover Scout Section, upcoming Rover activities as well as contact information for Rover Crews may be obtained.
- 1.2** The Rover Office can provide on loan, various Public Relations items such as banners, brochures and posters. For more details contact the State Office.

2. ROVER DOCUMENTATION

For information on Rover Documentation in these areas:

- a) Activity Notification
- b) Application for the Baden Powell Award
- c) Training Course Application
- d) Prohibited Employment Declaration
- e) Application for Registration of a Rover Crew
- f) Scarf Registration
- g) Application for De-registration of a Formation
- h) Application for Approval for Interstate/Overseas Travel
- i) Application for International Letter of Introduction
- j) Application for Adult Appointment
- k) Application for Transfer of Adult Appointment
- l) Appointment Review Notification
- m) Application for Extension of Crew Leader Appointment
- n) Application for Youth Membership
- o) Youth Member Transfer Certificate
- p) Youth Member Resignation Schedule
- q) Rover Census
- r) Property Insurance
- s) Office Bearers

3. NEW SOUTH WALES BRANCH ROVER COUNCIL RULES

3.1 Name

The Council shall be named the New South Wales Branch Rover Council and shall operate with the approval of the Chief Commissioner.

3.2 Functions

The affairs of the Rover Scout Section in NSW are conducted by the Branch Rover Council, which has the following functions:

- 1. To make recommendations to the National Rover Council.
- 2. To make decisions about the rules and methods by which it governs, administers and implements its operations, but in those matters which may affect the General Principles of Scouts Australia as expressed in P&R, other Sections of Scouts Australia, or existing relations with other organisations, approval of the Chief Commissioner is required.
- 3. To coordinate the activities and functions of Region Rover Councils.
- 4. To promote NSW Rover Activities.
- 5. To determine the standards for Roving in NSW.

6. To encourage the development of Rovering within NSW.
7. To encourage Rovers to live by the Scout Law and Promise and carry out the Rover Motto 'Service'.
8. To liaise with Region Rover Councils and state Venturer Council.

3.3 Membership

The Council shall consist of:

1. Four (4) delegates elected by each of the Region Rover Council (RRC)
2. Two (2) delegates elected by the NSW Lone Rover Crew
3. The Branch Rover Council President
4. The State Commissioner (Rovers)
5. The Region Commissioners (Rovers) of each Region or a delegate nominated by the appropriate Region Rover Council
6. The Rover Advisor of the NSW Lone Rover Crew
7. A Ranger Guide elected annually by the NSW Ranger Council of Guides Australia

3.4 Meetings

1. The Council shall meet six times per annum and at least fourteen days written notice of meetings (including the Annual Report Presentation) shall be given to each member of the council.
2. In addition, the Council shall hold an Annual Report Presentation each year in accordance with Rule **Error! Reference source not found.**
3. In addition, an extraordinary meeting may be called by a joint decision of the President and any other executive member of the BRC.
4. Any member of the Rover Scout Section in NSW may with the permission of the President attend and speak at meetings of the Council as an Observer.
5. A quorum for a meeting of the Council shall be when 50% of the Regions are represented.

3.5 Annual Report Presentation

1. The Council's Annual Report Presentation shall be held in conjunction with the Annual NSW Rover Conference, held in the first full weekend in April (except where Dragonskin/Easter falls on the first full weekend, in which case the Conference shall be held on the second full weekend in April).
2. At the Council's ARP, delegates from each Region shall take their places on the Council for the ensuing year.
3. Notwithstanding Rule 2 where a member of the Council ceases to be a member during their term of office the Region may appoint a new delegate, who shall take their place on the Council at the first meeting of the Council after his/her election as delegate.
4. The retiring President shall present a report on the progress of Rovering in NSW at each Annual Report Presentation.

3.6 Elected officers

1. Except for the State Commissioner (Rovers), the officers of the Council shall be elected at the Annual Report Presentation but where an elected officer ceases to be an officer during his/her term of office, his/her successor shall be elected at such meeting of the Council as the Council thinks fit.
2. The Council shall elect annually from among its members personnel to fill core positions including:
 - a) a President,
 - b) a Vice-President,
 - c) a Secretary,
 - d) a Treasurer ,

and shall also appoint the following non-core positions;

- e) a Service Coordinator,
- f) a Public Relations and Marketing Officer
- g) a Magazine/Internet Officer (2)
- h) a Training Officer
- i) a Venturer Liaison Officer
- j) an Activities Co-ordinator
- k) a Membership Co-ordinator
- l) NRC Observers
- m) and such other officers as the Council thinks fit.

3. Officers of the Council are to act as reserve Region Delegates.

3.7 Executive

1. The Executive shall comprise the officers of the Council that are fully invested Rovers (that is not Squires).
2. The duties of the Executive are:
 - a) to transact all urgent business,
 - b) to carry out tasks assigned to it by the Council,
 - c) to prepare business, recommendations, proposals and background information for the Council,
 - d) to do such administrative tasks as are necessary for the efficient operation of the Council,
 - e) to advise the State Commissioner (Rovers) of the business of the Council,
 - f) to prepare an Annual Report summarising the year's activities, complete with Financial Statement, to be presented at the Annual Report Presentation.

3.8 President

1. The President shall:
 - (a) Reporting to each of the BRC meetings and the Annual NSW Rover Conference;
 - (b) Supervising the operations of the Council's officers and Committees;
 - (c) Taking responsibility for the conduct and the effective management of the Council by setting standards for office bearers, and committees and ensuring that their tasks are completed correctly;
 - (d) Being the spokesperson for the Council and not publicly voicing any policy contrary to that of the Council;
 - (e) Leading the Council in attaining the objectives of the Rover Scout Section and the goals of the Association, by reviewing past and present standards and assigning tasks to achieve these goals;
 - (f) Keeping informed of all matters relating to the operations and functions of the Council;
 - (g) Reporting to each meeting of the BRC their performance against indicators and actions to be undertaken during their term of office as determined at the Annual NSW Rover Conference;
 - (h) Regularly updating Region Rover Council Presidents/Chairpersons and the Crew Leader of the NSW Lone Rover Crew of matters of relevance to the conduct of their responsibilities;
 - (i) Reporting the performance of the BRC in attaining the goals of the Rover Scout Section to the Board of Directors through the Chief Commissioner;
 - (j) Attending and representing the Rovers of NSW as the Delegation Leader at the National Rover Council Meeting;
 - (k) Ensure strategic plan for NSW Rovers is created each year;

- (l) Reporting the performance of the BRC in attaining the goals of the Rover Scout Section at the Chief Commissioners Conference held in March, July and November; and,
- (m) Attending and representing the Rovers of NSW at the National Youth Programming Conference.

3.9 Vice-President

- 1. The Vice-President shall:
 - (a) Perform the duties of the President should they be ill or absent,
 - (b) Undertake such duties as are assigned to them by the Council.
 - (c) Supervising the operation of the activity chairpersons and committees with the Activities Coordinator. Where there is no Activities Coordinator the Vice President will oversee all State run events directly;
 - (d) Shall be a member of the Stan Bales Rover Award Committee;
 - (e) Overseeing the development of Roving within the country Regions of NSW.

3.10 Secretary

- 1. The Secretary shall:
 - (a) Ensure meetings of the Council are organised and agendas are issued;
 - (b) The BRC Secretary shall co-ordinate the preparation of the NSW BRC Annual yearbook to be presented at the ARP
 - (c) Record, compile and distribute of the minutes of meetings within two weeks of the meeting;
 - (d) Write, received, record, file and distribute the Councils correspondence to the appropriate Officer;
 - (e) Forward copies of the Councils adopted Annual Reports to the General Manager, the State Executive Council, Region Rover Councils and any other bodies deemed appropriate by the Council;
 - (f) Publish every six months a full contact list of Branch Rover Council members;
 - (g) Keep up to date details of all Rover Crews within NSW and liaise regularly with the State Office in order to maintain a good working relationship;
 - (h) Undertake such duties as are assigned to them by the Council.

3.11 Treasurer

- 1. The Treasurer shall:
 - (a) Keep true records of all income and expenditure and submit a statement of the financial position of the Council at all meetings,
 - (b) Receive, bank and issue receipts for all monies paid to the BRC in an account and/or accounts with a bank of the BRC's choice
 - (c) Pay all accounts authorised by the BRC by cheque, which shall be signed for by any two of the following officers of the BRC:
 - President;
 - Vice President
 - Secretary;
 - Treasurer; and,
 - State Commissioner (Rovers).
 - (d) Liaise with the Activities Coordinator and the Vice President to oversee the financial operation of all committees reporting to the Branch Rover Council;

- (e) Prepare invoices for each Region Rover Council and the NSW Lone Rover Crew, for payment of annual levies;
- (f) Ensure all accounts, receipts and records are maintained in accordance with State policy.
- (g) Submit the audited accounts of the Council to the Annual Report Presentation

3.12 Service Coordinator

1. The Service Coordinator shall:
 - (a) Identify and promote to Rover Crews opportunities both within and out of the Scout and Guides NSW;
 - (b) Liaise with the St. Georges Day Service and ANZAC Day Service coordinators;
 - (c) Coordinate BRC Service activities where Rovers may be asked to help out as volunteers, and occasionally organise volunteers on behalf of more than one Region. This may include participation in service events such as the Lord Mayor's New Year's Eve Picnic;
 - (d) Coordinating the nomination process for the Lodge Baden Powell Service Award;
 - (e) Assist in the promotion and organisation of any National Rover Service Project;
 - (f) Liaise with the Region Rover Council Service Coordinators;
 - (g) Coordinate the BRC service project;
 - (h) Coordinate the Cenotaph cleaning – reminding Region Rover Councils of their turn when it comes around; and
 - (i) Any other duties that fall into the category of service, as deemed necessary by the Council.

3.13 Public Relations and Marketing Officer

- a) Promote a favourable image of Rovering and of the BRC to the public and the Association;
- b) Liaise with the Service Event Coordinator to ensure that any service projects that are undertaken are promoted with a favourable image of Rovering;
- c) Write articles for publications that are suitable and ensure that these articles are promoting the appropriate image;
- d) Prepare media releases on any special or outstanding activity;
- e) Liaise with Region Rover Council Public Relations Officers;
- f) Any other duties that fall into the category of Public Relations as deemed necessary by the Council.

3.14 Training Officer

- a) Encourage training for Rovers in NSW;
- b) Liaise with the State Office, Region Rover Council Training Officers and Training Instructors in relation to Rover training courses;
- c) Promote all training courses to Rovers in NSW.
- d) Attend the NSW State Training Conference.

3.15 Activities Co-ordinator

- a) Prepare the state Rover Calendar for the following year;
- b) Oversee all state run events and liaise with the Chairpersons from each committee.
- c) Liaise with the Contingent Leaders to any interstate or overseas Scouting Events.

3.16 National Rover Council Delegates/Observers

- a) The meetings of the National Rover Council and make reports at each meeting on the progress of Rovering in NSW;
- b) Vote on matters that arise at such meetings on behalf of the NSW BRC;
- c) Pass on any information from the NSW BRC relevant to the NRC;
- d) Take back to the NSW BRC any relevant information;
- e) Provide a report on the progress of Rovering within NSW for the Annual Report to be presented at the relevant NRC.

3.17 State Commissioner (Rovers)

- a) The State Commissioner (Rovers) is appointed for a three year term by the Board of Directors on the recommendation of the Chief Commissioner who shall consider the recommendation of the Council.
- b) The appointment of State Commissioner (Rovers) is reviewed not less frequently than once every three years from the date of issue and at such time of review the Chief Commissioner shall consider recommendation of the Council.
- c) The State Commissioner (Rovers) shall represent the Chief Commissioner on the Council, and represent the Council at meetings of State Commissioners.
- d) The State Commissioner (Rovers) shall advise the Council on matters affecting the Rover Scout Section in NSW and shall assist the Council to implement its policies and rules.
- e) Shall be a member of the Stan Bales Rover Service Award Committee;
- f) Should have completed the Rover Wood Badge within One(1) Year of receiving their appointment.
- g) Provide a financial statement of the State Commissioner (Rovers) budget to the BRC executive meetings.
- h) Stimulate and foster new relationships through the existing structures of the Rover Scout Section and facilitate the ongoing objectives of NSW Rovers.

3.18 Finances

1. Each Region Rover Council shall pay to the Council such annual fee per Crew as determined at the ARP by the Council.
2. The Council may raise funds to finance its expenditure and projects.

3.19 Region Rover Council Instructions

1. Members representing Regions should seek and follow the instructions of their Region Rover Council in relation to important rules and important matters of policy.
2. Members representing Regions shall be accountable only to their respective Region Rover Councils for their voting and performances of other representative duties on the Council.

3.20 Notice Required For Important Rules and Important Matters of Policy

Where it is proposed that the Council recommend or determine an important rule or important matter of policy, notice of such proposed motion(s) shall be given at the meeting of the Council prior to the meeting at which the motion(s) will be considered.

3.21 Voting

1. Each Region shall have the right to one (1) vote per Delegate to a maximum of four (4) votes, plus one (1) vote for each Region Commissioner (Rovers) and the Rover Advisor of the NSW Lone Rover Crew.
2. The President of the BRC has the casting vote. As such, once elected the President ceases to be a Delegate of their Region Rover Council and that Region is entitled to elect a new Delegate.
3. Voting by proxy will be accepted from Branch Rover Council delegates that reside in and represent Region Rover Councils convening in a location, a minimum of 200km from the Branch Rover Council meeting place. This distance is measured from the Region Office of the RRC to the venue of the Branch Rover Council Meeting.
4. Proxy votes are only to be allowed for motions on notice. Any proxy votes become null and void where any changes to the motion on notice are made at the meeting where it is being voted on.

3.22 Amendments

1. These Rules may be amended as follows:
2. Notice of the proposed change shall be given at a meeting of the Council.

3. At the subsequent meeting, the proposed change may be carried by the vote of two thirds of the members of the Council present and voting at that meeting to that proposed change.
4. These Rules shall not be amended otherwise.
5. Notwithstanding anything herein before contained, no amendment concerning any matter of property or finance shall be operative unless and until the same has been approved by the Board of Directors.

3.23 Paramount Laws and Rules

Nothing in these Rules shall derogate from anything contained in any Royal Charter, Act of Parliament, any subsidiary legislation or anything contained in "Policy & Rules" or any By-Laws there under having force within the New South Wales Branch of The Scout Association of Australia.

4. ROVER CREW FINANCES

In regard to financial matters, the rules set under the heading of "Finance" and "Venturer Scout Unit Finance" in the "GROUP SUPPORT COMMITTEE" section, as are appropriate, shall apply to all Rover Crews.

SCOUTS

1. SCOUT LEADERSHIP BADGE

Scout Leadership Badges are a restricted badge and only available through the relevant Region Office. The badge can only be worn by a Scout when that Scout has completed a Scout Leadership course and has demonstrated the relevant competencies through a Leadership activity. It cannot be worn in any other circumstances.

2. STATE SCOUT RALLY

Scouts NSW conducts a State Scout Rally for the Scout Section to provide Scouts with an opportunity to test the skills learnt by them during their Troop activities. The Rally is held every year and is conducted on a “light weight camp” format. It is open to any patrol within NSW who may wish to participate. The location of the Rally (which changes from time to time) is designed to provide the Scouts with an opportunity to display their skills while at the same time exposing them to various activities requiring teamwork and leadership skills.

All winners, Region and State are determined on the basis of scores obtained during the course of the Rally. The badges gained in those rallies may only be worn whilst the youth member is in the Scout Section.

SCOUT FELLOWSHIP

PURPOSE

The purpose of a Scout Fellowship is to provide opportunities for members to enjoy mutual fellowship, maintain contact with the Scout Movement and to continue the ideals of service to Scouting and the community.

STRUCTURE

1. Scout Fellowships are Formations of Scouts NSW.
2. Scout Fellowships may be formed at Region level or in exceptional cases at State level.
3. A State Fellowship Council, which will be overseen by the State Commissioner, Adults in Scouting and co-ordinated by a State Scout Fellowship Council which has the following functions:
 - a. to promote Scout Fellowships and Fellowship activities;
 - b. to encourage the development of Scout Fellowships within Scouts NSW;
 - c. to advise the Chief Commissioner on rules and methods by which it governs, administers and implements its operations;
 - d. to obtain the approval of the Chief Commissioner in matters that may affect the general principles of the Movement as expressed in Policy & Rules, other Sections of the Movement or existing relations with other organisations;
 - e. the State Fellowship Council will consist of a maximum of two delegates elected from each Fellowship with the State;
 - f. the State Fellowship Council will have a Chairman, Secretary, Treasurer, and other such officers as deemed appropriate.

MEMBERSHIP

1. Membership is open to adults of at least 26 years of age who are prepared to agree to the mutual agreement, Code of Conduct, accept the Scout Promise and give service to Scouting and the community.
2. Membership is only open to Appointed Adult Leaders who have elected to leave their Adult Leader role for a variety of personal and career motivated reasons but wish to retain contact with Scouting. **(this section only applies to Fellowships registered after 1 March 2015).**
3. As Fellowships are part of the Association, it is therefore appropriate and necessary that all Fellowships follow the same procedures as all other Formations within Scouts NSW.
4. A Fellowship and or its membership can be determined at any time by the Chief Commissioner or nominee.

TRAINING

A prerequisite for membership of a Scout Fellowship is completion of the following e-Learning Basic Core Modules:

- Basic Scouting Fundamentals
- Basic Leadership
- Personal Skills Development
- Child Safe Scouting
- Basic Scout Safe
- WHS & Scouting

REGISTRATION

1. Scout Fellowships are to be registered with the State Office using Form R7 "Application for Registration of a Scout Fellowship".
2. All members are required to complete an "Application for Membership of a Scout Fellowship" Form A12. The completed applications shall be forwarded to the Region Office for processing.
3. Scout Fellowship members will be required to pay an annual levy set by the State Fellowship Council to cover administration and insurance.
4. All members who are not uniformed Leaders will be required to pay a quarterly Membership Fee set by the Scouts NSW Board to cover the cost of State, National and International fees and levies.
5. All Financial transactions are to be completed according to relevant State Policy.
6. These accounts will be subject to audit and a copy of the audited financial statements is to be forwarded to the Region Office or the State Commissioner, Adults in Scouting if the Fellowship is attached to the State no later than 30th April each year.
7. Each Fellowship is required to submit an annual report of their activities to the Region Commissioner or the State Commissioner, Adults in Scouting if the Fellowship is attached to the State and the State Fellowship Council.
8. The State Fellowship Council will present an annual report to the State Commissioner, Adults in Scouting and the Chief Commissioner.

PERSONAL ACCIDENT INSURANCE

All members of a Scout Fellowship will be covered by a personal accident insurance policy as an extension to the State Policy for Adult Members.

UNIFORMS

1. The uniform when worn is to conform to Policy & Rules and related State policies.
2. When in uniform, Scout Fellowship members will wear the Scout Fellowship scarf, name tape and Scout Fellowship Badge.
3. A Scout Fellowship shirt may be worn on informal occasions.

ACTIVITIES

1. A Scout Fellowship may undertake any activities consistent with the purpose of the Scout Fellowship and the principles of Association, and in accordance with the relevant State policies and guidelines.
2. The State Fellowship Council will ensure there is appropriate liaison with all levels of the Association and give appropriate leadership to ensure fulfilment of the purposes of the Scout Fellowship.
3. The functions and service of the Fellowship will be achieved in many and varied ways. Some Fellowships may undertake specific service such as managing a campsite or supporting a Gang Show while others may provide service in a more general nature.
4. Each Fellowship will identify its own form of social fellowship to meet local needs. Each Fellowship will also undertake at least one service project annually and the Region Commissioner for the Region the Fellowship is attached or the State Commissioner, Adults in Scouting if the Fellowship is attached to the State will approve such a project.
5. Scout Fellowships and Fellowship Members will only conduct activities involving youth members of the Association at the request of the responsible Section Leader, Group Leader or District Leader.
6. Where a Scout Fellowship or Fellowship Members conduct any activity involving youth members of the Association, persons with current Certificates of Adult Appointment appropriate to each age group must be in attendance. If the activity is a high-risk activity then a person with appropriate activity qualifications must also be present.

RULES OF A SCOUT FELLOWSHIP

1. Membership

- 1.1 Each Scout Fellowship will annually elect a Committee to supervise the business and activities of the Fellowship. The Fellowship Committee shall consist of representatives of the financial members of the Fellowship.
- 1.2 The Committee for each Fellowship will consist of a Chairman, a Secretary, a Treasurer and other officers as deemed appropriate.
- 1.3 No member whose subscription or State Membership Fee is in arrears shall be entitled to vote at any meeting of the Fellowship.

2. Meetings

- 2.1 In addition to the Annual Meeting, the Fellowship shall meet at least 3 times a year.
- 2.2 Special meetings may be called at any time by the Chairman, on request of not less than 20% of the Fellowship's financial membership.
- 2.3 Notice of all meetings shall be sent to all members at least 7 clear days beforehand.
- 2.4 A Quorum shall consist of 50% plus one of the Fellowships financial membership.

3. Finances

- 3.1 All moneys received shall be paid to the Treasurer of the Fellowship.
- 3.2 All funds of the Fellowship shall be paid to the credit of the Fellowship's Bank Account as early as practicable and in any case within seven days of receipt. A Fellowship shall operate only one Bank Account which shall be in the name of "The Scout Association of Australia, New South Wales BranchScout Fellowship". The account shall be operated by any two of the Chairman, Treasurer or Secretary.
- 3.3 To protect all concerned, blank cheques are not to be signed. This is one of the most common methods used where there has been misappropriation of funds.
- 3.4 Any method of raising funds must conform to State policies and in accordance with Policy and Rules.
- 3.5 A Fellowship shall close its accounts on 31st December of each year.
- 3.6 A Fellowship, through the Treasurer, shall maintain the books of account for the Fellowship generally in the format as set out in the Formation Cash Book. It is acceptable to maintain the accounts in a computer system provided such system will produce the Annual Report pages AR1 - AR3 exactly as shown in the Formation Cash Book as follows:
 - AR1 Income and Expenditure Statement
 - AR2 Cash Reconciliation and Fundraising Ratios
 - AR3 Fundraising Income and Expenditure Account

A copy of the audited financial statements is to be forwarded to the Region Office or the State Commissioner, Adults in Scouting if the Fellowship is attached to the State within 14 days of the date of the Annual Meeting of the Fellowship but no later than 30th April each year.

- 3.7 The Treasurer shall table at each Fellowship meeting a report including the statement of receipts and payments. This report shall include a recent bank statement and bank reconciliation.

4. General

- 4.1 Scout Fellowships shall be bound by the Policy and Rules of the Association and rules of Scouts NSW and these Rules of Scout Fellowships as amended and approved by the Chief Commissioner.
- 4.2 Individual Scout Fellowship By-Laws or Constitutions shall in no way alter or amend the Rules of Scout Fellowships as approved by the Chief Commissioner.

Adopted at the General/Inaugural Meeting of the Scout Fellowship Committee held at

.....on the.....day of.....

SECURITY

From time to time, Leaders and Committee personnel are faced with aspects of security ranging from the protection of hall and equipment, to that of member's personal property. The following broad guidelines and advice may be of assistance:

1. HALL SECURITY

Ensure external doors are strong enough to prevent being 'kicked in'. They should be fitted with deadlocks. If the hall has double doors, fit strong top and bottom inside holding bolts on one door.

- 1.1** Restrict the number of door keys issued and maintain a register of persons to whom keys are issued. Keys should be tagged with telephone numbers - not hall title or address. If door keys are lost, assume security is breached and consider replacing the entire set. Keys can also be registered with a locksmith, which prevents them being duplicated without authorised approval.
- 1.2** Windows are best secured with arc mesh or bars welded to a steel frame bolted through the wall with nuts welded to the frame so that they cannot be unscrewed.
- 1.3** Consider the use of external lighting using a time switch to turn on at dusk and off at dawn. The cost has dropped markedly for security lighting which comes on when someone approaches a building. That lighting is highly recommended as a deterrent to intruders.
- 1.4** Ensure the local Police Station, Fire Station and friendly hall neighbours have your Group Leader's telephone number and address in case of a "break-in" or emergency.
- 1.5** All Regions have appointed Safety and Security officers for your assistance.
- 1.6** Please refer to SLEEPING IN SCOUT HALLS.

2. EQUIPMENT SECURITY

- 2.1** Ensure that all equipment is clearly marked with the Formation's name. In the case of tentage the Formation's name can be stencilled on the tents, while with metal equipment a nameplate can be welded or bonded on, or use an engraver.

3. CAMP SECURITY

- 3.1** Ensure a security box is available on trips or in camps where members can place valuables (e.g. money, watches, radios, cameras, etc.).
- 3.2** During activities, do not leave your area or camp deserted. Ensure a person(s) remains behind and moves around the site allowing himself to be seen.
- 3.3** Ban smoking and cooking in tents and have Leaders set the example. Tents, especially nylon ones, can become rapid burners.
- 3.4** Ensure that gas, kerosene, petrol and other flammable items are stored away from tents and fireplaces and that containers are suitably and clearly marked with their contents.
- 3.5** Have members exercise care in filling or replacing gas bottles, disposable gas packs, etc.

STATE CONSTITUTION

Note: This is only a partial transcript of the State Constitution.

1. PREAMBLE

The Boy Scouts Association was incorporated in the United Kingdom by Royal Charter dated 4th January, 1912 and the Executive Committee of the New South Wales Branch of that Association was incorporated on 12th October, 1928 by the New South Wales Act No.26 as the Boy Scouts Association, New South Wales Branch.

Subsequently, The Australian Boy Scouts Association was inaugurated on 15th December, 1958 and was incorporated by Royal Charter granted on 23rd August, 1967 as an autonomous Australian body having full control, in all matters of policy and practice, of the Scout Movement in Australia and its Territories. The Royal Charter declared the Boy Scouts Association, New South Wales Branch, as one of the first Branches of the Association.

By a further Act No.45, 1968, the name of the Corporation constituted by Act No.26, 1928 was changed on 5th December 1968 to The Australian Boy Scouts Association, New South Wales Branch.

On 1st May 1972 the Governor-General in Council gave approval to The Australian Boy Scouts Association to change its name to The Scout Association of Australia, pursuant to Clause 1 of the Royal Charter granted to the Association.

By a further Act No.148, 1986, the name of the Corporation constituted by Act No.26, 1928, was changed on 17th December 1986 to The Scout Association of Australia, New South Wales Branch.

The New South Wales Branch Council at its Annual Meeting on 25th July 1987 resolved to adopt changes to the Constitution which became effective 26th January 1988.

In July 2006 the National Executive Council ratified further major changes to the New South Wales State Constitution which came into effect on the 14th August 2006.

2. BRANCH COUNCIL MEMBERSHIP

The Branch Council shall comprise of:

- The Chief Scout;
- The Chief Commissioner;
- The President of the Branch Council;
- The Vice President of the Branch Council;
- The Branch Treasurer;
- The Deputy Chief Commissioners, Assistant Chief Commissioners, State Commissioners and Assistant State Commissioners;
- Chairperson of the Board of Directors;
- each Executive Member;
- five delegates from each Region Council, one of whom shall be the Region Commissioner and one of whom shall be the Region President for the time being;
- such Life Councillors, not exceeding twenty (20) as may be elected in accordance with the constitution;
- The President, and two (2) other representatives, of the New South Wales Branch Rover Council, as nominated by the Branch Rover Council;
- The Guildmaster, and two (2) other representatives, of the Baden Powell Guild, New South Wales Branch (the Guild), as nominated by the Guild; and
- such additional supporters of the Scouts NSW, as may be recommended and nominated by the Executive Committee, and approved and elected by the Branch Council for such period or indefinitely as it decides, subject to a maximum of forty (40) at any one time.

3. BOARD OF DIRECTORS MEMBERSHIP

The Executive Committee shall comprise twelve (12) members, six (6) of whom shall be Appointed Adults.

The Appointed Adults shall include:

- the Chief Commissioner;
- a Deputy Chief Commissioner;
- a Region Commissioner;
- a Region Chairperson;
- a Country Region Representative; and
- a Scouter or Rover 30 years of age or under at the time, and for the duration, of his or her appointment,

each nominated and elected in accordance with the provisions of the constitution.

Other members shall include:

- a) the Treasurer; and
- b) five (5) other members, who, in the opinion of the Branch Council, are appropriately qualified and skilled in any one or more of the following areas:
 - education and child development;
 - public relations and marketing;
 - audit/compliance/risk management;
 - business law, investment or finance; and
 - government liaison;
 - or such other skills area as from time to time the Board of Directors may deem desirable.

each nominated and elected in accordance with the provisions of the constitution.

4. BOARD OF DIRECTORS - SUB COMMITTEES

In 2006 Scouts NSW completed a major review of Corporate Governance which, inter alia, resulted in the redefinition of the Committees and sub-Committees of the Board of Directors (previously known as the Branch Executive Committee or BEC). The Board of Directors dissolved all existing Committees and reconstituted them under new By-Laws.

The Board of Directors has created four main Committees responsible for two areas of management. For Committee By-Laws contact the State Office. They are:

- Managing Resources
 - Asset Management
 - Investment
- Monitoring
 - Audit & Governance
 - Finance

All four Committees report directly to the Board of Directors.

The following are Sub-Committees:

- Communication and Marketing Committee
- Communication and Advisory Network
- ScoutSafe Committee
- Insurance Committee

STATE ORGANISATION

During 2003 the State introduced a revised organisation structure to enable the optimum support to Groups in providing the delivery of the *Scout* program to their local community.

1. STATE

The role of the Chief Commissioner of NSW and the State Team is to:

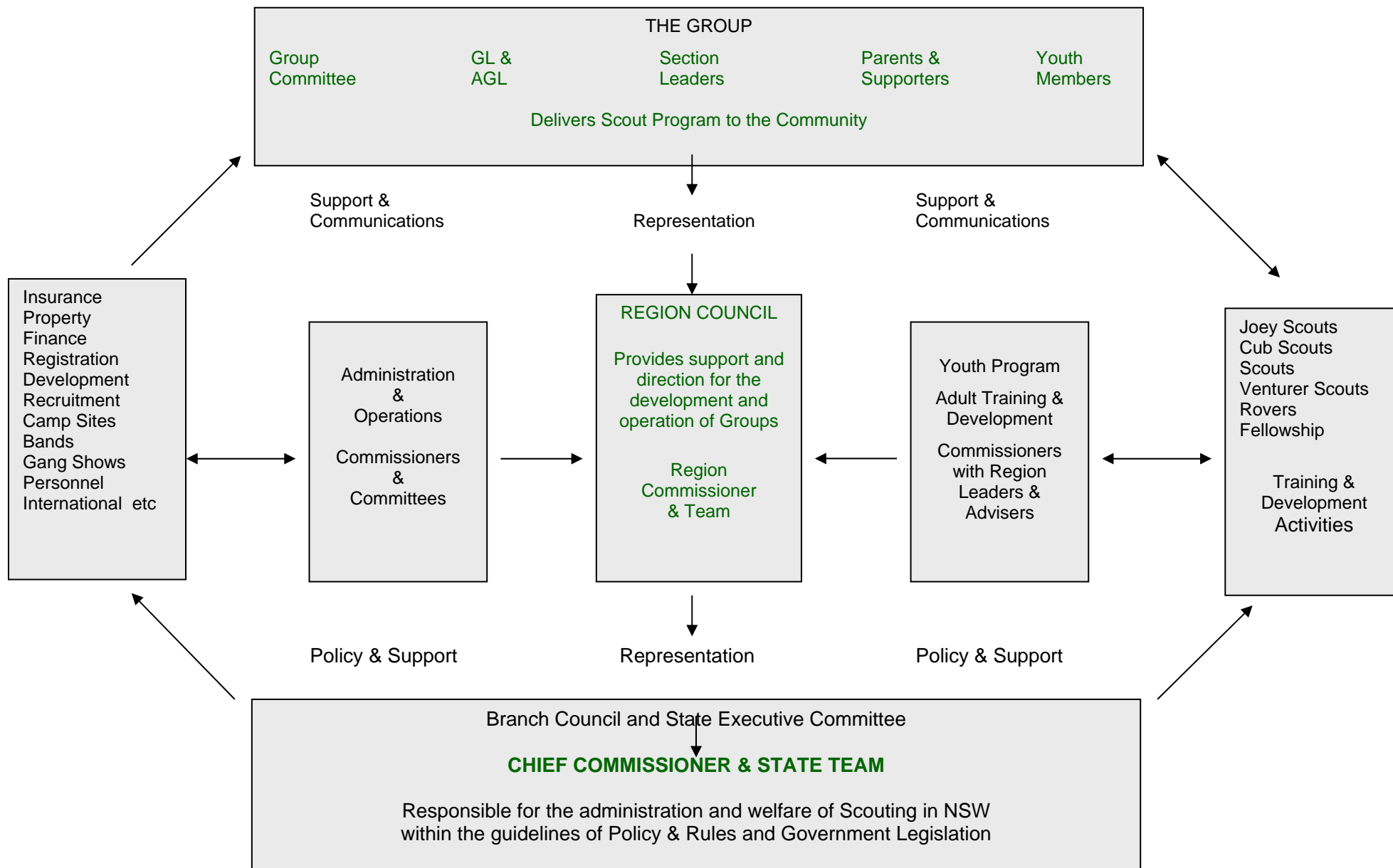
1. define - youth program, adult roles and training needs;
2. develop - internal/external image, community based support and resources; and
3. defend - relevance of Scouting to today's society and adult members' community standing.

2. REGION

The role of the Region is to act as the link between State and Districts / Groups in providing appropriate support so as to maximise opportunities and minimise obstacles for enabling individual Groups to perform their role of delivering a program to our youth members that has them feeling satisfied, having fun and developing life skills.

3. DISTRICT

The role of the District is defined as being a support unit of human and physical resources covering a defined geographical area. The key word in this definition is "support" and extends to providing guidance and training to local Groups, ensuring a strong flow of communication and providing (where available) physical resources to aid the delivery of the scouting program. Regular visits by District personnel is encouraged to ensure adults working at the Group level feel they are encouraged with their development and that of their youth.



STATE/REGION OFFICES

1. STATE OFFICE

The office of Scouts NSW is located at

Level 1, Quad 3, 102 Bennelong Parkway
Sydney Olympic Park
NSW 2127

Postal Address:

PO Box 125
Lidcombe
NSW 1825

Telephone: (02) 9735 9000

Fax: (02) 9735 9001

Office hours are 9am - 5pm Mon - Fri.

State Office e-mail address is info@nsw.scouts.com.au

Individual staff members may be reached as follows: firstname.lastname@nsw.scouts.com.au

All operations including General office and Enquiries, Administration, Accounts, Property, Insurance, Development, Communications and Marketing, and the State Magazine are located at this address.

Matters of a Region nature must be referred to the office of the appropriate Region listed below.

2. REGION OFFICES

Greater Western Sydney Region

6 Baden-Powell Place, Winston Hills, NSW 2153

Telephone: (02) 9639 2488

Email: gws.region@nsw.scouts.com.au

Hume Region

48 Broughton Street, Campbelltown, NSW 2560 (PO Box 1153, Campbelltown, NSW 2560)

Telephone: (02) 4628 4994 Fax: (02) 4628 0416

Email: hum.region@nsw.scouts.com.au

Hunter and Coastal Region

45 Cowper Street, Wallsend, NSW 2287 (PO Box 191, Wallsend, NSW 2287)

Telephone: (02) 4950 0999

Email: hc.region@nsw.scouts.com.au

North Coast Region

Alstonville Scout Hall, 485 Gap Road, Alstonville, NSW 2477 (PO Box 826, Alstonville, NSW 2477)

Telephone: (02) 6628 5760

Email: nc.region@nsw.scouts.com.au

North West Region

Hyman Park, Hillvue Road, Tamworth, NSW 2340 (PO Box 353, Tamworth, NSW 2340)

Telephone/Fax: (02) 6765 7700

Email: nw.region@nsw.scouts.com.au

Riverina Region

c/- Camp Kurrajong

Oura Road, Wagga Wagga, NSW 2650 (PO Box 8122, Koorinal, NSW 2650)

Telephone: (02) 6921 3066

Email: riv.region@nsw.scouts.com.au

South Coast and Tablelands Region

87 Wentworth Street, Port Kembla, NSW 2505 (PO Box 200, Port Kembla, NSW 2505)

Telephone: (02) 4274 1099 Fax: (02) 4274 6334

Email: sct.region@nsw.scouts.com.au

South Metropolitan Region

1 Carrington Avenue, Hurstville, NSW 2220

Telephone: (02) 9570 4525 Fax: (02) 9580 6286

Email: sm.region@nsw.scouts.com.au

Sydney North Region

2 Ellis Street, Chatswood, NSW 2067

Telephone: (02) 9411 4088 Fax: (02) 9411 4371

Email: sn.region@nsw.scouts.com.au

The Golden West Region

c/- Scouts Australia NSW, Greater Western Sydney Region Office

6 Baden-Powell Place, Winston Hills, NSW 2153

Telephone: (02) 9639 2488 Fax: (02) 9686 2510

Email: tgwenquiries@nsw.scouts.com.au

SCOUT RETAIL OPERATIONS

1. SCOUT UNIFORMS AND SCOUT MERCHANDISE

Scout uniforms and merchandise can be purchased through the following suppliers:

- The Scout Shop at Port Kembla (South Coast & Tablelands)
85 – 87 Wentworth Street, Port Kembla NSW 2505.

Trading Hours:

Mon, Tues, Wed, Fri – 9:00am to 4:30pm

Thursday – 10:00am to 4:30pm

Saturday – 9:00am to 12 noon

Ordering Options:

- Phone: (02) 4274 1193
- Fax: (02) 4274 6334
- Email: sctshop@nsw.scouts.com.au
- Online ordering will be available in the near future

A *Price List* is available on the South Coast & Tablelands Website (<http://www.sctscouts.org.au/shop/>)

- The Scout Shop Online (formerly Snowgum)

The Scout Shop is the new face of Snowgum for Scouts. Purchases can be made online at:

www.thescoutsshop.com.au

c/- Inspire Apparel

93 Yellowbox Drive, Craigieburn VIC 3064.

Trading Hours:

Monday to Friday 9:00am – 5:00pm

General Sales Enquiries:

- Phone: 03 9333 7100
- Fax: 03 9333 8100

2. OUTDOOR ADVENTURE GEAR

Camping Stores carry an extensive product range for the general market from the camper to the enthusiast. Ranges include sleeping bags, tents, rucksacks, climbing/caving/abseiling, cooking, boots, clothing, lighting, general camping, maps and compass.

SPECIAL NEEDS SCOUTING

Scouting with the disabled offers youth with disabilities the opportunity to access the Scout movement. The Scouting program can be adapted to meet the needs of the individual youth member whilst keeping the aims and principles of Scouting uppermost in the program.

Scouting with the disabled supports integration into existing Mobs, Packs, Troops, Units or Crews where appropriate or alternatively, specialist Groups are available in some Regions. Information is available, through Region representatives, for youth with a disability interested in participating in Scouting. Assistance is also available for Leaders of, or interested in becoming Leaders of, youth with disabilities.

Also see GROUP ORGANISATION.

SWIMMING ACTIVITIES STANDARD OPERATING PROCEDURES

PLEASE REFER TO THE SCOUTS AUSTRALIA NSW WEBSITE (www.nsw.scouts.com.au)
FOR THE CURRENT **ADVENTUROUS ACTIVITY POLICY** (NOVEMBER 2013)
AND THE SPECIFIC **SWIMMING ACTIVITIES STANDARD OPERATING PROCEDURES**
OR USE THE FOLLOWING LINK:
[Adventurous Activity Policy and Standard Operating Procedures](#)

TRAVEL INTERSTATE OR OVERSEAS

Individuals or Formations wishing to camp or travel interstate or overseas must complete Form T1 "Application for Approval to Camp or Travel Interstate or Form T3 "Application for Approval to Travel Overseas".

1. INTERSTATE TRAVEL

- 1.1** For Interstate travel three copies of the form are to be completed for each State to be visited. The forms must be forwarded to State Office with supporting signatures having been obtained at Group and Region level. The forms must be received at State Office at least one month prior to departure, or where assistance or accommodation arrangements are required of the host State at least two month's notice is required. Late applications are liable to be rejected.
- 1.2** If the application meets with approval by State Office, it will return one copy of the form to the Leader in charge of the party. This must be carried during the visit. One copy of the form will be sent to the State concerned to advise them of the visit, and if required, to request the provision of facilities or assistance. The Leader in charge of the party will be advised direct of any arrangements made by the State being visited.
- 1.3** Leaders in charge of parties where road transport by motor vehicle (whether private or commercial type) is involved, have an obligation to make sure that the vehicles are suitable for the purpose, and that the insurance on the vehicle is adequate and covers full liability for passengers. Applications are only approved on the understanding that these precautions have been taken, the necessary permits obtained, and recognised safety precautions adhered to.

2. OVERSEAS TRAVEL

- 2.1** Parties proposing to camp or travel abroad in uniform and proposing to make use of Scout facilities overseas must, at least six months in advance of the proposed departure date, apply for written permission of State Office using Form T3. Where no arrangements are required from the host country at least three month's notice is required. State Office will in turn seek the endorsement of the International Commissioner, who will advise the National Scout Organisations concerned.
- 2.2** The application must be accompanied by a recommendation from the Region, or in the case of Rovers with a recommendation from the Branch Rover Council.

3. INTERNATIONAL LETTER OF INTRODUCTION

- 3.1** All members (uniformed or supporters) and former members in good standing of the Association intending to travel overseas either on business or pleasure are entitled to carry an International Letter of Introduction as a means of identification to any Scout Office or official.
- 3.2** This document vouches for the Scout credentials of the bearer and enables them to make contact with overseas members of Scouts Australia. It does not entitle the bearer to expect or request hospitality and services from the host country and is not a licence to impose on Scouts elsewhere.
- 3.3** The maximum period for which an International Letter of Introduction is valid is six months for Adult Members, twelve months for Deep-Sea Scouts, and two years for youth members.
- 3.4** The issue of this document entitles active members authorised to wear uniform to purchase from State Office and wear overseas (NOT in Australia) the official Australian Scout Scarf (limit of two per person).
- 3.5** International Letters of Introduction are intended for individuals and will not be issued to members travelling as part of Nationally Organised or Independently Organised Contingents to overseas Events, or Friendship Tours.
- 3.6** An "Application for International Letter of Introduction", Form T2, available from Region Offices must be completed with supporting signatures at Group and Region level and forwarded to State Office. A minimum of one week's notice before departure is required.
- 3.7** It should be noted that a fee, which must accompany the application, is charged for both the Letter and the Australian Scarf. Please ring your Region or State Office for the current fee.

4. RESTRICTIONS

- 4.1** Applications from Joey Scout Mobs and Cub Scout Packs for interstate visits will be referred to the respective State Commissioner for approval. With regard to proposed visits to any overseas country, including New Zealand, during the month before and for a month after the starting date of a Jamboree or large-scale Scouting event in that country, an International Letter of Introduction may be issued to an individual member, but approval will not be given to a party to make such a visit.

- 4.2** Applications to camp or travel in Tasmania must give full details as to party size, experience of both leaders and youth members, proposed route, equipment and food lists, and any other details which will help the application. The party size in the Cradle Mountain National Park is restricted to 13 by direction of the Tasmanian National Parks and Wildlife Service.

UNIFORM VARIATIONS

1. AUTHORITY TO VARY UNIFORM

1.1 Policy and Rules allows the Chief Commissioner of a State to vary the items and style of uniform worn by members of that State, or part of that State. The Chief Commissioner is also allowed to approve the wearing of special event emblems or other badges on the Scout uniform.

1.2 At the time of publication the following uniform variations have been approved by the Chief Commissioner for members of Scouts NSW:

2. STATE BADGE

All uniformed adults attached to the State Office and State Activity Centres have the option to wear State Badge on the right sleeve.

3. STATE SCARF

All uniformed adults in Scouts NSW who are not working at Group or Region level will wear the State Scarf (bottle green with two yellow stripes). Youth members and uniformed adults attached to Groups, Rover Crews and Scout Fellowships will wear their own registered Scarf. Uniformed adults attached to Regions will wear Region Scarves.

4. GROUP BADGES

4.1 Groups, Fellowships and Crews not attached to Groups, as part of their own special identity and tradition, may choose at their own discretion to wear a badge of unique design on the apex of their scarf.

4.2 This badge is to be round in shape and no more than 5cm in diameter. When purchased, a sample will be given to the Memorabilia Centre to form part of the permanent history of that Group within Scouts NSW.

5. REGION BADGES

Region Scouters are to wear Region Badges and Scarves. They may wear State Scarves at State activities. Region Commissioners may also wear tags which state NSW State Team at the top of the right sleeve.

6. JOEY SCOUTS

6.1 Headwear

Hats are optional. A range of hats approved by Scouts Australia is available but these are optional. Joey Scouts must wear a hat for all outdoor activities. It is expected that appropriate hats be worn in keeping with the Sun Safe ethos.

6.2 Badges

Badges other than approved activity and National issued badges (i.e. Fun Day) are not to be attached to the uniform and are designed to be a blanket badge.

7. CUB SCOUTS

7.1 A hat need not be a compulsory uniform item in the Cub Scout Section unless a decision is made at Group level, with parent support, for a hat to be part of the Pack uniform.

7.2 With parent agreement and approval of the Group Support Committee, a "Group" activity hat may be worn as part of the Pack uniform for all occasions.

7.3 If a decision is made for a hat to be compulsory in a Pack, the options available are limited to the Johnson wire brimmed canvas hat, the Johnson felt hat or an approved "Group" hat. Any existing uniform hat of any Cub Scout varies from these options will be acceptable until the Cub Scout leaves the Section.

7.4 Hats need not be worn indoors during ceremonies but for all daylight outdoor activities a hat (Uniform, "Group" activity hat or a hat acceptable to and provided by the youth member's parents) must be worn for participation in the activity.

8. SCOUTS

8.1 Troop Leader Badge

9. VENTURER SCOUTS

9.1 Headwear

Whilst the style of head ware is optional, attention must be paid to the risks of cancer at all times. Venturers are expected to wear hats on all outdoor occasions.

9.2 Kaleidoscope Badges

Venturer Scouts who have served the Section at the Venturer Scout promotion activity Kaleidoscope at a Jamboree and who wish to display the 1st Australian Venturer Scout Unit nametape will wear it on the left sleeve below all other badges.

The yellow commemorative Kaleidoscope badge may only be worn up to 3 months after the activity in line with State Policy on the wearing of commemorative badges.

10. SCOUT JOB WEEK AWARDS

10.1 Scout Job Weeks' Awards (cloth badges) are to be worn on the uniform above the buttonhole on the right-hand breast pocket flap.

10.2 The Awards must not be worn after 31st December next. There is no time limit for the wearing of the Special Award (Leather Woggle and enamelled Metal Badge).

11. JOTA/JOTI BADGES

JOTA/JOTI Badges are worn above the right-hand breast pocket (above any Link Badge).

12. YOUTH ADVISORY COUNCIL FOR SCOUTING

The approved badge for membership of the Youth Advisory Council for Scouting shall be worn above the right breast pocket.

NOTE: Uniform is that determined by the National Executive Council, with any changes to be approved by the Chief Commissioner of NSW.

The organiser of any specific major or public event may determine the particular style of trousers and hat to be worn, in keeping with the current uniform.

13. BUDDY BADGE

See 'BUDDY BADGE'.

WORLD ORGANISATION OF THE SCOUT MOVEMENT

The World Organisation of the Scout Movement is composed of three main bodies -

- a general assembly - the "World Scout Conference"
- an executive body - the "World Scout Committee"
- a secretariat - the "World Scout Bureau"

1. THE WORLD SCOUT CONFERENCE

- 1.1** The World Scout Conference is the general policy-making body comprising representatives of all Member Organisations. It is today composed of over 149 National Scout Organisations representing more than 25 million *Scouts* and Leaders in over 216 countries and territories.
- 1.2** Only one National Scout Organisation is recognised per country and where there is more than one Scout Association in a country, a Federation is formed. The principle requirements for recognition include adherence to the purposes and principles of Scouting and an independent, non-political and voluntary operation.
- 1.3** Because of its size and the fact that it meets only every two years, the Conference delegates some of its authority to the World Scout Committee.

2. THE WORLD SCOUT COMMITTEE

- 2.1** This Executive body is responsible for ensuring the proper implementation of the Conference's resolutions and for acting on its behalf between its meetings. The Committee is composed of 12 persons from 12 different countries elected by the World Conference. Each person serves a six-year term.
- 2.2** The members of the World Scout Committee do not represent their country but the interests of Scouts Australia as a whole. This Committee meets at least once a year.

3. THE WORLD SCOUT BUREAU

- 3.1** Permanent secretarial services to give support to the 'Conference' and the 'Committee' to enable implementation of their functions, is provided by the World Scout Bureau. The Bureau is directed by a Secretary-General and its staff operates from six offices with the Head office in Geneva and Region Offices as follows :
- Kenya (for the African Region)
 - Egypt (for the Arab Region)
 - Philippines (for the Asia-Pacific Region)
 - Switzerland (for the European Region)
 - Costa Rica (for the Inter-American Region)
- 3.2** The Region bodies play a major role in the life of the World Organisation, since they promote the spirit of world brotherhood, cooperation and mutual assistance amongst the Scout Organisations within the Region, and ensure the proper implementation of the decisions and policies laid down by the World Organisation which affect the Region.
- 3.3** Australia is a member of the World Scout Conference and the Asia-Pacific Scout Conference

WORLD SCOUT EMBLEM

1. **THE BASIC DESIGN OF THE WORLD SCOUT EMBLEM IS USED BY *SCOUTS* IN ALL OF THE 216 SCOUTING COUNTRIES AND TERRITORIES THROUGHOUT THE WORLD. IT IS ONE OF THE MORE WIDELY RECOGNISED SYMBOLS ABOUT THE GLOBE BECAUSE IT HAS BEEN WORN BY AN ESTIMATED 250 MILLION FORMER *SCOUTS* AND IS USED BY OVER 25 MILLION PRESENT *SCOUTS*.**
2. **THE WORLD SCOUT EMBLEM UTILISES THE ARROWHEAD SURROUNDED BY A ROPE IN A CIRCLE, TIED WITH A REEF KNOT TO SYMBOLISE THE UNITY AND WORLD BROTHERHOOD THROUGHOUT THE SCOUT MOVEMENT. THE ARROWHEAD AND ROPE ARE WHITE ON A BACKGROUND OF PURPLE, THE COLOURS CHOSEN BY THE FOUNDER, THE LATE LORD BADEN-POWELL OF GILWELL. IN HERALDRY, "PURITY" IS THE VIRTUE MOST FREQUENTLY SYMBOLISED BY WHITE, WHILE THE PURPLE DENOTES LEADERSHIP AND HELPING OTHER PEOPLE.**
3. **IN SCOUTING, THE THREE TIPS OF THE EMBLEM REPRESENT THE THREE MAIN POINTS OF THE SCOUT PROMISE. THE TWO FIVE-POINTED STARS REPRESENT THE ORIGINAL TEN POINTS OF THE SCOUT LAW, AND IN SOME COUNTRIES THEY ALSO STAND FOR TRUTH AND KNOWLEDGE.**
4. **THE "ARROWHEAD", AS IT IS COMMONLY KNOWN IN SCOUTING, WAS SELECTED BY B-P FROM THE "NORTH POINT" USED ON MAPS. SO THE EMBLEM HELPS TO REMIND A *SCOUT* THAT THEY ARE TO BE TRUE AND RELIABLE AS A COMPASS IN KEEPING THE *SCOUTING* IDEALS AND IN SHOWING THE WAY TO OTHERS.**

WORLD SCOUT FRIENDSHIP FUND (NATIONAL)

- 1. THIS FUND HAS BEEN SET UP BY THE NATIONAL EXECUTIVE COMMITTEE IN AUSTRALIA TO PROVIDE ASSISTANCE FOR SCOUTING IN OTHER COUNTRIES BY REGULAR DONATIONS TO THE WORLD UNIVERSAL FUND AND IN OTHER WAYS SUCH AS THE SUPPLY OF OUR PUBLICATIONS, TRAINING MATERIALS AND TRANSLATIONS, AND THE INTERCHANGE OF PERSONNEL.**
- 2. DONATIONS TO THIS FUND ARE INVITED FROM ALL MEMBERS OF SCOUTS AUSTRALIA AND SHOULD BE SENT TO NATIONAL OFFICE.**
- 3. FURTHER INFORMATION ON THE NATIONAL BROTHERHOOD FUND AND THE WORLD SCOUT FRIENDSHIP FUND CAN BE OBTAINED FROM THE NATIONAL OFFICE.**

YOUTH ADVISORY COUNCIL FOR SCOUTING

- 1. THE PURPOSE OF THE YOUTH ADVISORY COUNCIL FOR SCOUTING (YACS) IS TO PROVIDE THE OPPORTUNITY FOR THE YOUTH MEMBERS OF THE STATE TO DISCUSS AND EXPRESS THEIR OPINIONS ON ISSUES RELATED TO YOUTH IN THE SCOUT MOVEMENT.**
- 2. THE YACS MEETS TWICE YEARLY. THE MEMBERS OF THE COUNCIL DISCUSS ISSUES EITHER BROUGHT UP BY YOUTH MEMBERS OR PUT TO THE COUNCIL BY ADULT MEMBERS. AFTER EACH MEETING REPRESENTATIVES FROM THE COUNCIL MAKE PRESENTATIONS TO THE CHIEF COMMISSIONER'S COUNCIL. YACS MEMBERS HAVE ALSO BEEN INVOLVED IN OTHER FORUMS WHERE THE INPUT FROM YOUTH MEMBERS HAS BEEN SOUGHT.**
- 3. THE INAUGURAL MEETING OF THE YACS WAS HELD AT THE BADEN-POWELL SCOUT CENTRE IN AUGUST 1996.**
- 4. ABOUT TWENTY YOUTH MEMBERS FROM THE SCOUT, VENTURER SCOUT AND ROVER SCOUT SECTIONS ARE RECRUITED FROM ALL OVER THE STATE. MEMBERS REMAIN PART OF THE COUNCIL UNTIL THEY LEAVE THE SECTION THAT THEY HAVE BEEN APPOINTED TO REPRESENT, OR IN THE CASE OF ROVERS, AFTER THEY HAVE BEEN ON THE COUNCIL FOR THREE YEARS.**
- 5. THE MEMBERS OF THE COUNCIL DEVELOPED THE NAME OF THE COUNCIL AND ITS BADGE.**
- 6. INFORMATION ABOUT THE YACS MAY BE OBTAINED BY WRITING TO:**

The Coordinator,

Youth Advisory Council for Scouting

c/- State Office

YOUTH MEMBERSHIP APPLICATION

The following procedure applies for persons joining the Association as youth members (Joey Scouts, Cub Scouts, Scouts, Venturer Scouts, Rovers, Youth Helpers).

1. The Applicant or Parent/Guardian is to complete one (1) copy of the Application for Youth Membership (Form Y1) and return same to the Leader of the Joey Scout Mob, Cub Scout Pack, Scout Troop, Venturer Scout Unit or Rover Crew (as applicable) upon joining. Pages 1 and 2 of the form are to be sent direct to the Region Office for registration.
2. The Leader is to check all details on the form. Special attention should be given to see that the authority for medical treatment on the form is signed by the Parent or Guardian, thereby ensuring that the Leader does not run the unnecessary risk of civil liability in case of sickness or injury to the new member.
3. The Leader should ensure that a copy of the signed form is retained at Group level during the boy's/girl's membership of the Group. A Youth Member Transfer Certificate (Form Y2) should be completed by the Leader-in-Charge and given to the departing youth member at any time of change to another Group.
4. It is important that first-hand reports of accidents be prepared soon after the event and kept in a safe place. In the event of a member being injured, such a report is likely to be required by the Association's insurer or possibly by the court. That need may occur years after the accident, but to save local Formations from incurring a problem in keeping such records the accident report should be sent to State Office.